AIR FORCE RECRUITING INFORMATION SUPPORT SYSTEM (AFRISS)

ENLISTED ACCESSIONS (EA)

USER

MANUAL

BY

HQ AFRS/RSIDS

15 July 2003

TABLE OF CONTENTS

1.0 INTRODUCTION

This users' manual is designed as an internal management tool to assist recruiting personnel with navigation through AFRISS. The purpose of AFRISS is to provide recruiters with a centralized data collection and report system. Management will use AFRISS to manage recruiter activity, distribute workload and produce necessary reports. AFRISS is only accessible through the Internet. Recruiters will be provided with a system containing the administrative and management tools needed to perform lead and applicant processing, as well as manage school and marketing activities. There will also be forms and reports contained in AFRISS to help process applicants and produce management reports. Keep in mind AFRISS isn't a recruiter or manager. It is only an effective tool if used as designed.

IMPORTANT: REVIEW THE ITEMS (REFERENCED THROUGHOUT THE ENTIRE MANUAL) BELOW PRIOR TO BEGINNING YOUR AFRISS SESSION.

2.0 AFRISS MAIN MENU

Once you log onto AFRISS, this is the first screen you see. This screen has important information, user tips and notes pertaining to AFRISS.

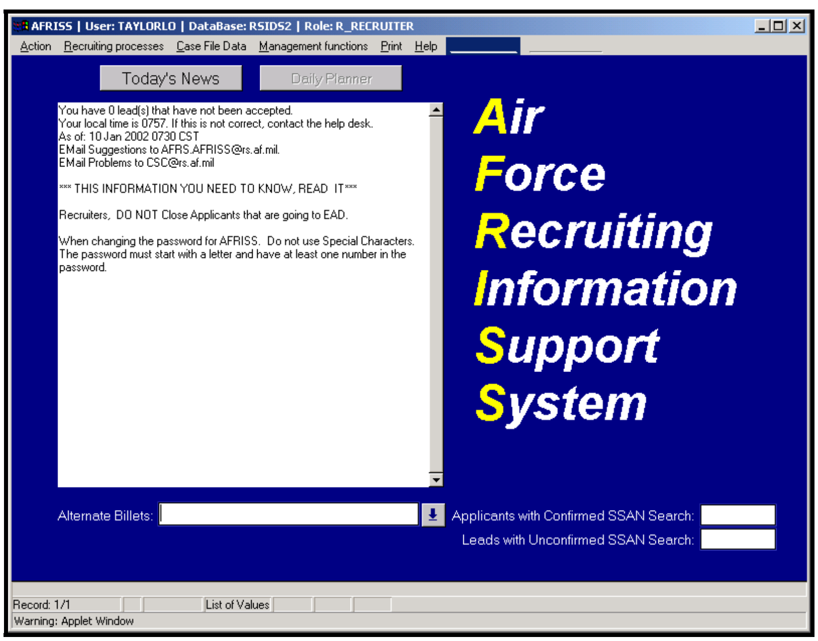


Figure 2-1, AFRISS Main Menu

<u>"Today's News" button</u>: Click this button to update the information you see in the large gray area of this screen. Pay close attention to the **"You have # lead(s) that have not been accepted"** statement. This identifies any new Priority 1 leads awaiting your acceptance so you can work them.

"Daily Planner" button: Click this button to print the daily planner (for recruiters only).

Alternate Billets: If you will be working another billet, click the List of Values (LOV) to select the desired billet.

Applicants with Confirmed Social Security Account Number (SSAN) Search: Enter the applicant's confirmed SSAN, if known, and then press the <**Enter**> key.

Leads with Unconfirmed SSAN Search: Enter the lead's unconfirmed SSAN.
NOTE: This is to be used only if a SSAN has not been confirmed.

2.1 Drop-Down Menus

Figure 2-2, Menu Bar

The menu bar allows you to navigate to the different functions available depending on your role in AFRISS. You may access the menu item by placing the cursor over the applicable menu item and clicking the left mouse button or by simultaneously pressing the <**ALT**> and applicable letter key on the keyboard; e.g., <**ALT**>+<**P**> (Print).

2.1.1 Action <ALT> + <A>

Figure 2-3, Action Menu

The "Action" menu item (figure 2-3) displays a sub-menu of additional choices: Change Password and Exit. Selecting "Change Password" displays a new screen.

Figure 2-4, Change Password

- Change Password

To change the password, you must enter your current password in the Old Password field, press <**Tab**> to move to the New Password field and type in your desired password. **NOTE:** You may not use any previous password! Next, press <**Tab**> to move to the New Password Verification field and retype the password you entered into the New Password field. Now place the cursor in the "Execute Password Change" button and click the left mouse button for the changes to take effect.

- Exit

Choosing "Exit" from the *AFRISS Main Menu* ends your session in AFRISS. Choosing "Exit" from other screens takes you to the previous screen.

2.1.2 Recruiting Processes

The "Recruiting Processes" menu item displays a sub-menu of additional choices:

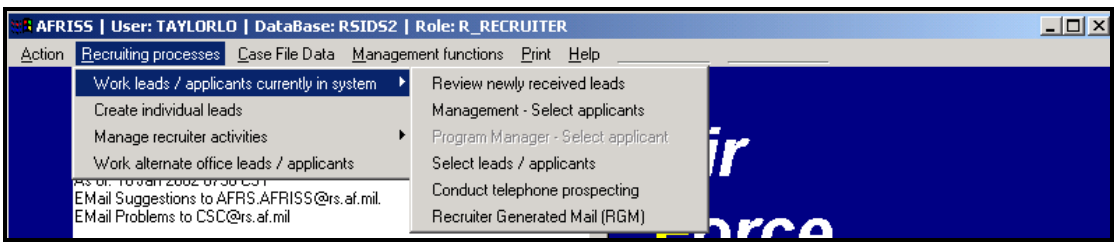


Figure 2-5, Recruiting Processes Function

Work Leads/Applicants Currently in System: This sub-menu item displays an additional sub-menu.

- Review Newly Received Leads: Allows you to review and accept or reroute new Priority 1 leads.

- Management–Select Applicants: Allows access to leads/applicants for flight chiefs and above.

- Program Manager-Select Applicant: Not applicable (Officer Accessions [OA]).

- Select Leads/Applicants: Allows you to access leads/applicants at your level (or below).

- Conduct Telephone Prospecting: Allows you to access various lead lists at your level (or below) and to document any telephone prospecting actions.

- Recruiter Generated Mail (RGM): Allows you to generate address mailing labels from a lead list.

Create Individual Leads: Takes you to the *Create Individual Leads Screen.*

Manage Recruiter Activities: This sub-menu brings up an additional sub-menu.

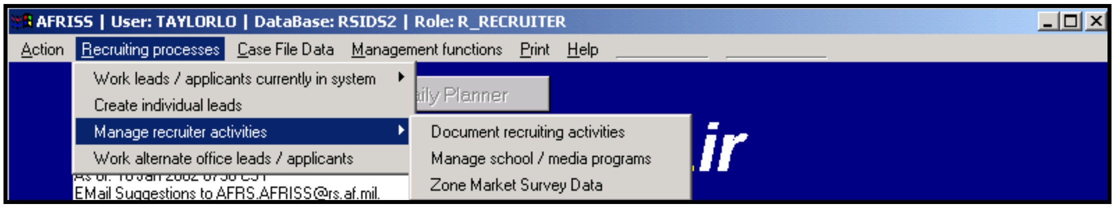


Figure 2-6, Manage Recruiter Activities (Sub-menu)

- Document Recruiting Activities: Allows you to work events; e.g., plan events, update events.

- Manage School/Media Programs: Allows you to work with school and media information; e.g., create a school or media, update school/media information.

- Zone Market Survey Data: Allows you to collect data to complete the Air Education and Training Command (AETC) Form 1389, Market Survey.

Work Alternate Office Leads/Applicants: Allows you to select from other designated billets (as an alternate).

2.1.3 Case File Data

The "Case File Data" menu item allows you to navigate directly to screens used in the Case File Workflow.

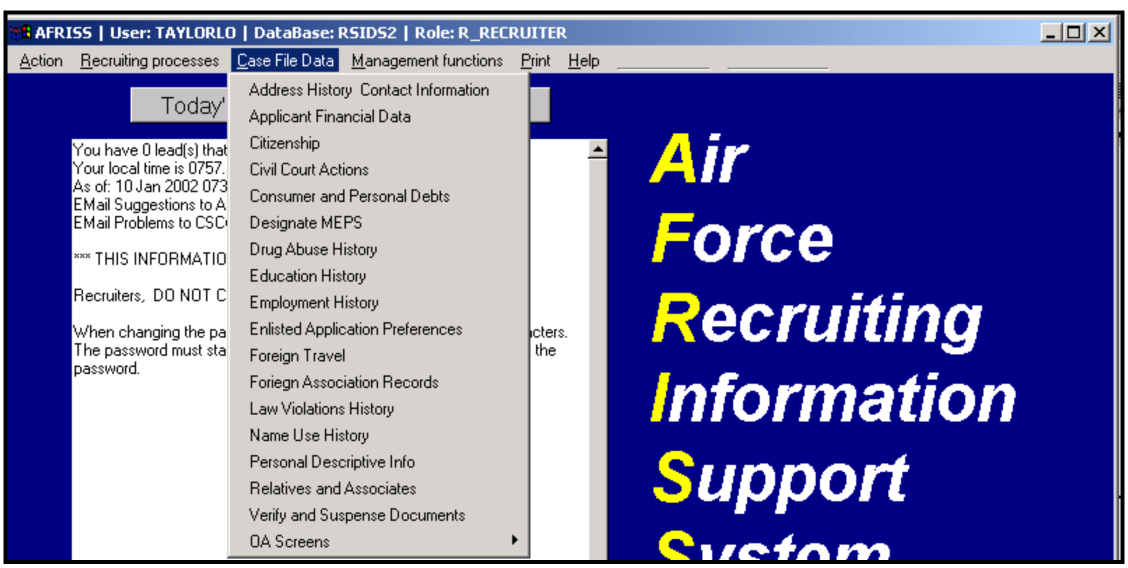


Figure 2-7, Casefile Data Function

2.1.4 Management Functions

The "Management Functions" menu item displays a sub-menu shown in figure 2-8.

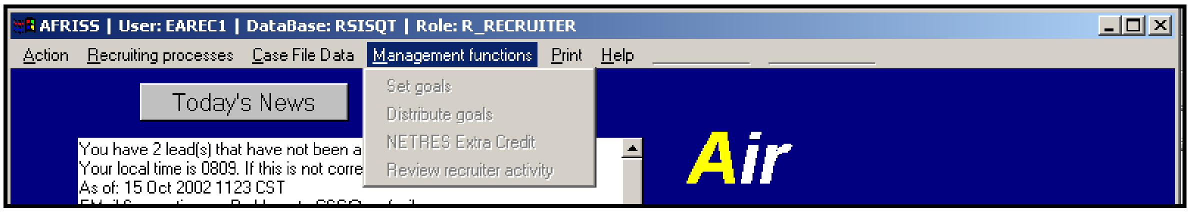


Figure 2-8, Management Functions

- Set Goals: Allows Headquarters Air Force Recruiting Service (HQ AFRS) Operations (OPS) in the AFRS OPS Bucket to set goals for the command.

- Distribute Goals: Allows goal distribution to lower levels in the hierarchy; e.g., HQ AFRS to the groups (groups to the squadrons, squadrons to the flights and flights to the individual recruiters.

- NETRES Extra Credit: Allows squadron OPS to give credit to recruiters under certain circumstances; e.g., Para Rescue. Additionally, if an applicant receives a Reserve Officer Training Corps (ROTC) scholarship, and the previous job is canceled, the recruiter will keep his or her credit.

- Review Recruiter Activity: Allows flight chief or above the ability to navigate up and down the hierarchy; e.g., a flight chief can navigate between his or her recruiters, group OPS can navigate down to recruiters within the group.

2.1.5 Print

The "Print" menu item displays a sub-menu shown in figure 2-9.

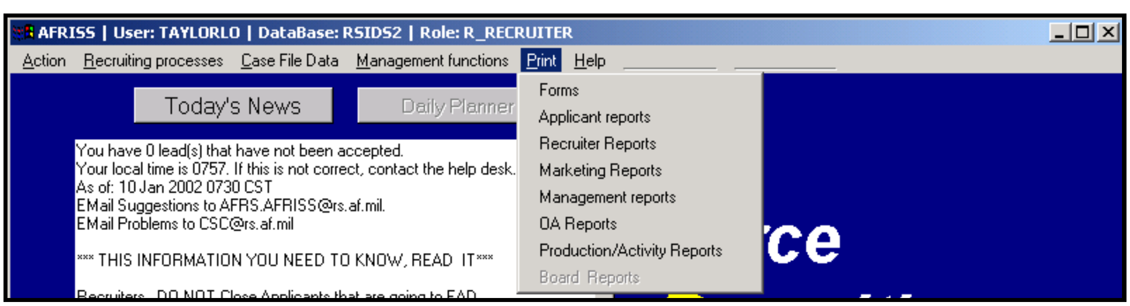


Figure 2-9, Print Function

- Forms: Allows you to navigate to the *Forms Screen*.

- Applicant Reports: Allows you to navigate to the *Applicant Reports Screen*.

- Recruiter Reports: Allows you to navigate to the *Recruiter Daily/Weekly Report Screen.*

- Marketing Reports: Allows you to navigate to the *Marketing Reports Screen*.

- Management Reports: Allows you to navigate to the *Management Reports Screen*.

- OA Reports: Allows you to navigate to the *OA Daily/Weekly Reports Screen*.

- Production/Activity Reports: Allows you to navigate to the *Production Activity Reports Screen.* **NOTE:** A pop-up window immediately displays for you to click your recruiting group, squadron or recruiter selection.

- Board Reports: Not applicable.

2.1.6 Help

The "Help" menu item displays a sub-menu shown in figure 2-10.

Figure 2-10, Help Function

- Help: Allows you to view help information for the current screen, if available.

- Keys: Allows you to view available keystroke shortcuts.

- List: Allows you to view an LOV for the field where the cursor is currently placed, if available for that field.

- Display Error: Allows you to view detailed information on the last error received.

- Debug: Displays a pop-up window containing information. The APP Identification (ID), PAR ID and lead/applicant SSAN is required by the Customer Support Center when an error occurs (see figure 2-11).

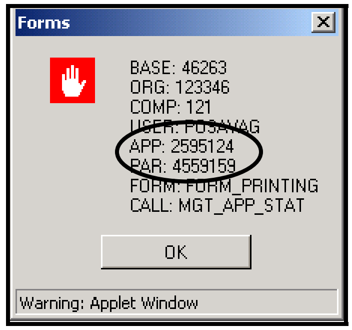
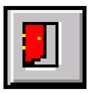
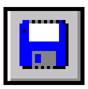


Figure 2-11, Debug

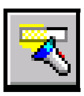
3.0 AFRISS TOOLBAR/SCREEN ITEMS



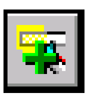
--**Exit Screen:** System checks to see if you have any unsaved changes.



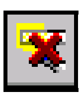
--**Save:** Posts new records and changes to the database.



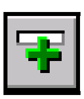
--**Enter Query:** Toggles the screen to query mode.



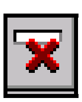
--**Execute Query:** Finds the records matching your search criteria.



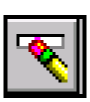
--**Cancel Query:** Aborts your query.



--**Add Row:** Creates a new record in the selected block. The position of the cursor determines which block.

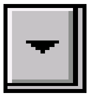


--**Delete Row:** Deletes the selected record from the database. Ensures the correct record is selected.

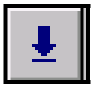


--**Clear Row:** Removes the selected record from the screen. Does not delete from the database.

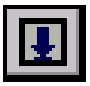
3.1 Additional Screen Items



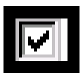
--**Drop-Down Menu Button:** Displays a menu for you to select your choices.



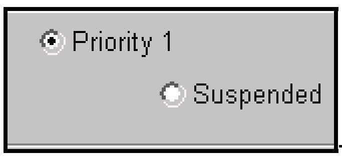
--**LOV:** Displays a list of valid choices for the selected field.



--**Select Organization Button:** Calls the *Select Organization Screen*.

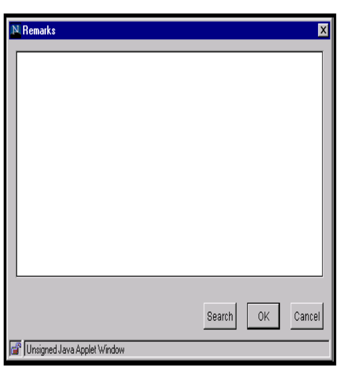


--**Check Box:** A check in the box indicates an item has been selected.

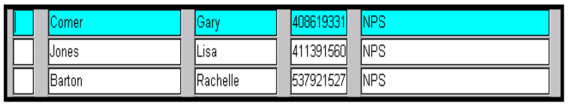


--**Radio Buttons:** A selected radio button will be filled in black.

--**AFRISS Calendar**



--**Remarks Editor Box (Ctrl+e)**



--**Selected Row**: A row highlighted in blue.

4.0 REVIEW NEW LEADS

Purpose: Allows you to see which new Priority 1 leads need to be accepted. The information provided on each Priority 1 lead that has not been accepted is the program; e.g., Non-Prior Service (NPS), Prior Service (PS), ROTC, address and phone number.

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click **<Recruiting Processes>**.

2. Click **<Select Work Leads/Applicants Currently in System>**.

3. Then, click **<Review Newly Received Leads>** to display the *Select Leads/Applicants Screen.*

4. A list of leads displays. (Skip to Section 5.0, Duplicate Check.) **NOTE:** Before you accept any lead, click to highlight the lead, and then click the "Duplicate Check" button (see figure below) to complete the duplicate check.

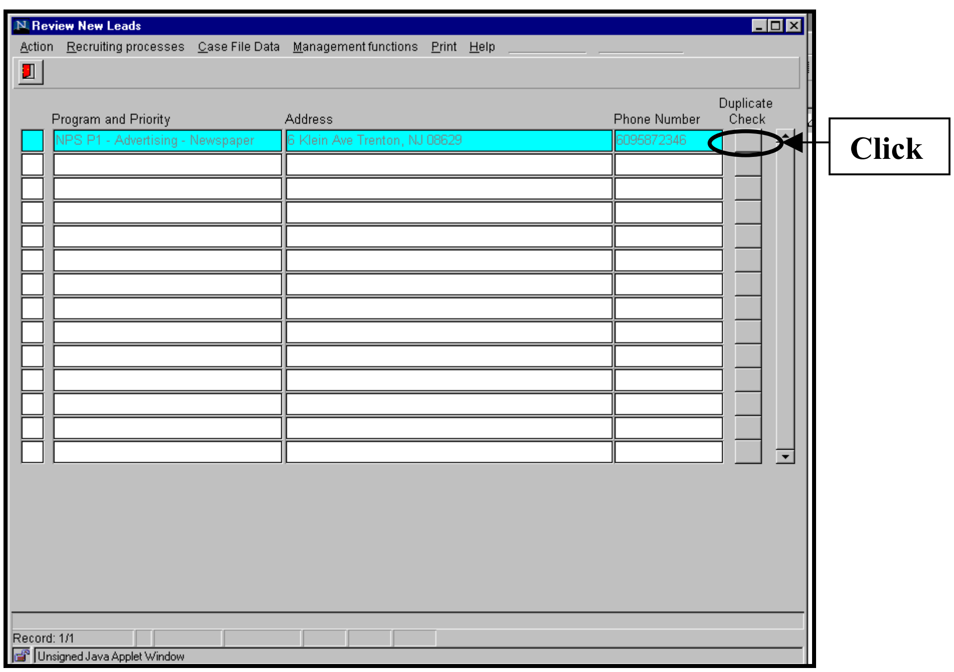


Figure 4-1, Review New Leads Screen

5.0 DUPLICATE CHECK SCREEN

Purpose: Allows you to check for possible duplicates on the new lead, accept or reroute the lead.

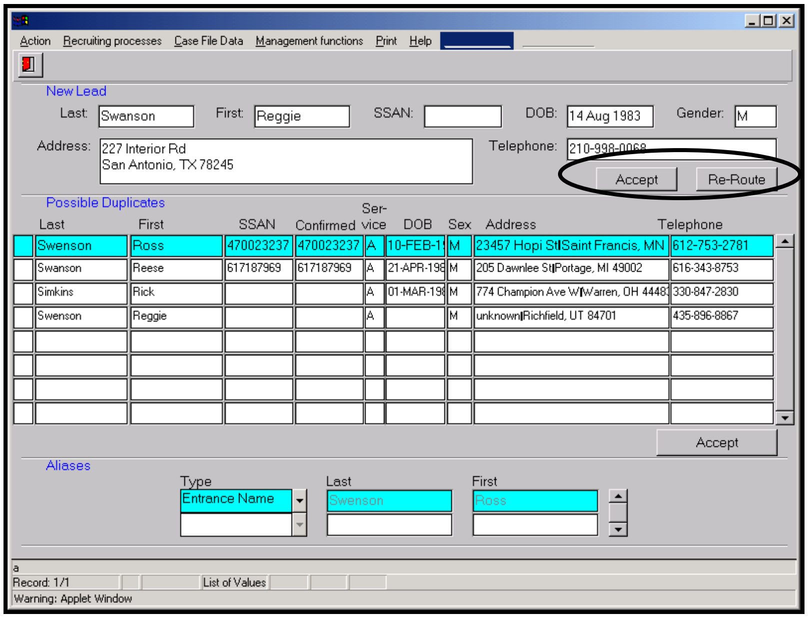


Figure 5-1, Duplicate Check Screen

Parts of the Screen and Steps to Follow:

New Lead Block

1. Check the applicant's address to verify this lead is in fact in your zone.

2. <u>"Accept" button</u>: Once the information is verified, click this button. The lead is then moved to the *Select Lead Applicant Screen* under the Priority 1 filter.

3. <u>"Re-Route" button</u>: If the new lead does not belong to you, either because the program is not valid for your office; e.g., NPS recruiter gets an Officer Training School (OTS) lead, or you receive a lead not in your zone, click the "Re-Route" button. This sends the new lead to squadron OPS to be routed to the appropriate recruiter.

IMPORTANT: IN THE EVENT YOU HAVE A NEW LEAD AND IT HAS A POSSIBLE DUPLICATE ANOTHER RECRUITER HAS PROCESSED BEYOND LEAD STATUS, THE SYSTEM WILL NOT ALLOW YOU TO ACCEPT IT. CONTACT THE HELP DESK TO RESOLVE THIS ISSUE.

Possible Duplicates Block provides information on any possible duplicates for the new lead.

4. If the new lead had possible duplicates, scroll through the list of possible duplicates to ensure this lead is not already in the AFRISS database.

5. If you find a possible duplicate matching the new lead, highlight the duplicate and click the "Accept" button (lower right of block). This updates the information for the duplicate with the information from the new lead. It is then moved to the *Select Leads/Applicants Screen* under the Priority 1 filter.

Aliases Block provides any aliases for the highlighted possible duplicates.

Once you accept or re-route the lead, click "Exit" button to return to the *Create Lead Screen*.

6.0 CREATE INDIVIDUAL LEAD

Purpose: Allows you to create a lead from the following sources: walk-in, call-in or perpetuated lead. Remember, a perpetuated lead is a referral and can come from another lead, applicant or DEPPER.

NOTE: At a minimum, to create a lead you will need the lead's last name, first name and contact source; e.g., home address, phone number.

Parts of the Screen and Steps to Follow:

NOTE: The preferred navigation from field to field is to press the <**Tab**> key. Using the <**Tab**> key reduces the risk of errors.

1. Click the <**Recruiting Processes**> main menu item.

2. Then, click <**Create Individual Leads**> to display the *Create Lead Screen*.

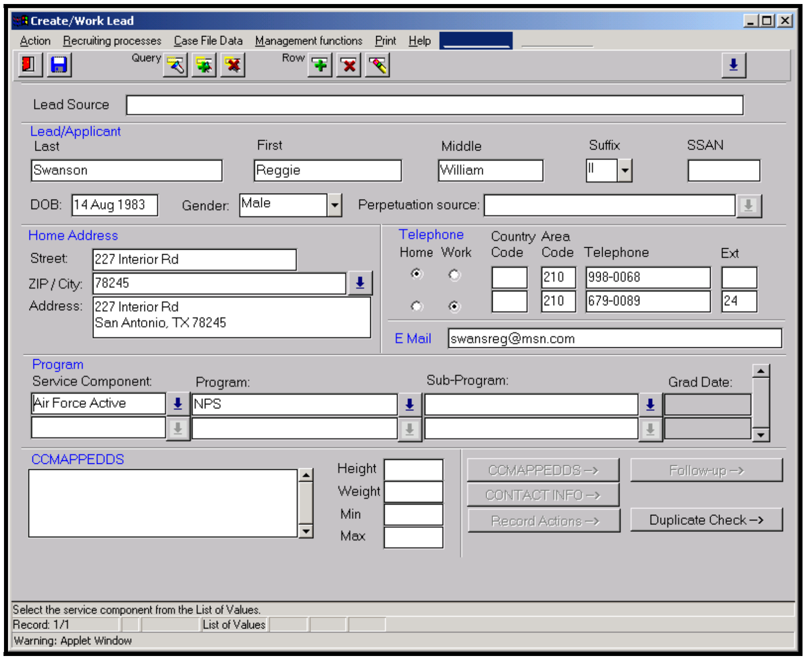


Figure 6-1, Create Lead Screen

3. Lead Source: "Walk-In/Call-In/Perpetuated" automatically generates.

Lead/Applicant Block

4. Last: *(Mandatory)* Enter the applicant's last name in upper and lower case; e.g., Swanson.

5. First: *(Mandatory)* Enter the applicant's first name in upper and lower case; e.g. Reggie.

6. Middle: *(Optional)* Enter the applicant's middle name in upper and lower case; e.g. William. If unknown, enter UNK; if no middle name, enter NMN.

7. Suffix: *(Optional)* Click the drop-down menu button to select the suffix; e.g., II.

8. SSAN: *(Optional)* If known, enter the applicant's SSAN without dashes; e.g. 999999999.

9. Date of Birth (DOB): *(Optional)* If known, enter the applicant's DOB using the DD MMM YYYY format; e.g., 14 Aug 1983.

10. Gender: *(Mandatory)* Click the drop-down menu button to select the gender; e.g., Male.

11. Perpetuation Source: *(Optional)* if the lead was obtained by perpetuation, indicate from whom you perpetuated the lead in this field. A perpetuated lead can only come from another lead, applicant or member of your Delayed Enlistment Program (DEP). Enter the

last name of the perpetuation source in the field and press the <**Tab**> key, or you can place the cursor over the LOV and click the left mouse button. Either action brings up the LOV to enable you to select the specific perpetuation source.

If you enter a Perpetuation Source, notice the lead source changes from **Applicant Generated Lead–Call-in/Walk-in** to **Perpetuated**.

Home Address Block: Optional; however, a phone number or electronic mail (e-mail) address must be entered.

12. Street: Enter the applicant's street address; e.g., 227 Interior Rd.

13. ZIP Code/City: Enter the applicant's ZIP code; e.g., 78245 or city; e.g., San Antonio. If you enter the name of the city, click the LOV. Click on the desired city, and then click the "OK" button.

14. Address: Automatically generated based on your input from the Street and ZIP/City fields.

Telephone Block: Optional; however, a home or e-mail address must be entered.

15. "Home" or "Work" radio button: *(Mandatory)* Choose the applicable phone number type by placing the cursor over the appropriate radio button and clicking the left mouse button. The default value is "Home."

16. Country Code: *(Optional)* Enter the country code of the applicant's phone number, if applicable; e.g., 001.

17. Area Code: Enter the area code for the applicant's phone number; e.g., 210.

18. Telephone Number: Enter the telephone number for the lead; e.g., 679-0089.

19. Ext: Enter the extension for the telephone number, if applicable; e.g., 24.

NOTE: Press the <**Tab**> key to enter another phone number. If you have completed entering applicable telephone numbers for the applicant, use the mouse to move the cursor over the E-mail field and click the left mouse button. This is the **ONLY** way you can leave the **Telephone Block**.

E Mail Block: Optional; however, a home address or phone number must be entered.

20. E Mail: Enter the applicant's e-mail address, if applicable; e.g., **swansreg@msn.com**.

Program Block

21. Service Component: *(Mandatory)* Click the LOV to select the service component. Click (highlight) the desired choice; e.g., Air Force Active, and then click the "OK" button.

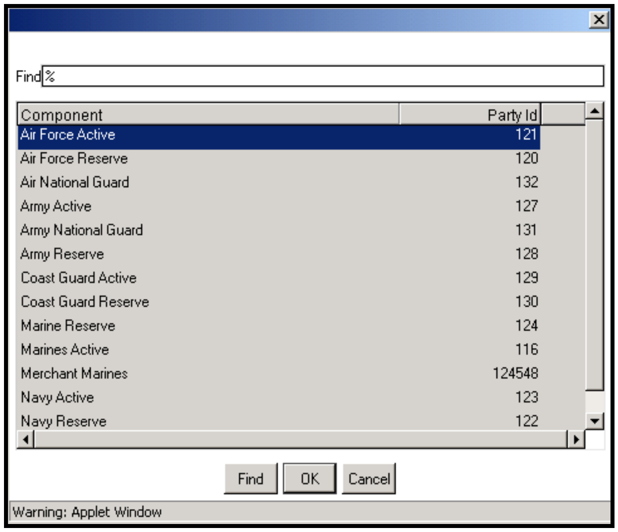


Figure 6-2, Service Component Selection

22. Program: *(Mandatory)* Click the LOV to select the applicable program; e.g., NPS. The default value is "NPS." Then, click the "OK" button.

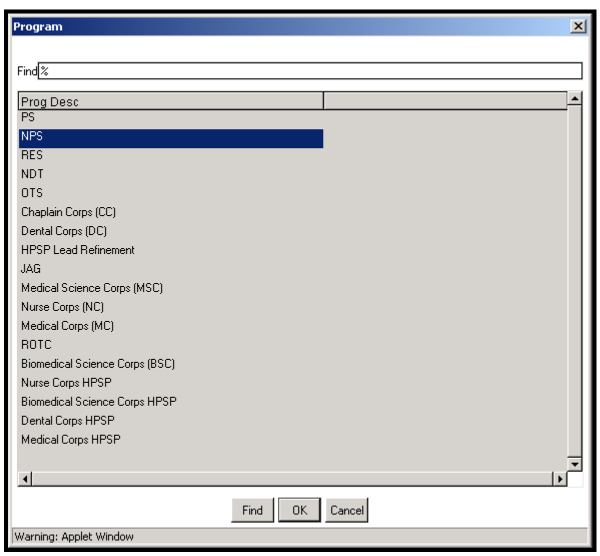


Figure 6-3, Program Selection

Valid EA Recruiter Programs:

- NPS: Use for applicants who did not serve in any branch of the Armed Forces.
- PS: Use this program for applicants who previously served in a branch of the Armed Forces but are not currently in the service.
- RES: Use this program for applicants currently in the ANG or ARF.
- NDT: Use for applicants who will complete basic training and will go directly to technical training.
- ROTC: Use for applicants being worked for a ROTC scholarship application.

NOTE: An EA recruiter can select a program for an applicant other than a valid NPS program; e.g., OTS. However, when the duplicate check is performed, the applicant will be rerouted to the squadron OPS.

23. Sub-Program: *(Optional)* Click the LOV to select the sub-program; e.g., PJ/CCT.

NOTE: NPS and PS are the only two programs with an available sub program (PJ/CCT). RES/RES, Direct Training and ROTC do not have a sub-program available.

24. Grad Date: Used when entering a lead from an event; e.g., a recruiting effort at the local high school/college. This field cannot be entered when creating an applicant generated lead or perpetuated lead.

25. Once you enter the information, the "Duplicate Check" button is enabled (see section 5.0 for completion instructions).

7.0 SELECT LEAD/APPLICANT SCREEN

Purpose: Allows you to work with the leads and applicants for the selected billet. You may elect to work one or all programs applicable to that billet; e.g., the EA recruiter can work NPS, PS, RES/RES, NDT or ROTC. It also filters leads and applicants based on the status; e.g., Priority 1 leads, appointments, follow-ups.

Parts of the Screen and Steps to Follow:

1. Click the <**Recruiting Processes**> main menu item.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen*.

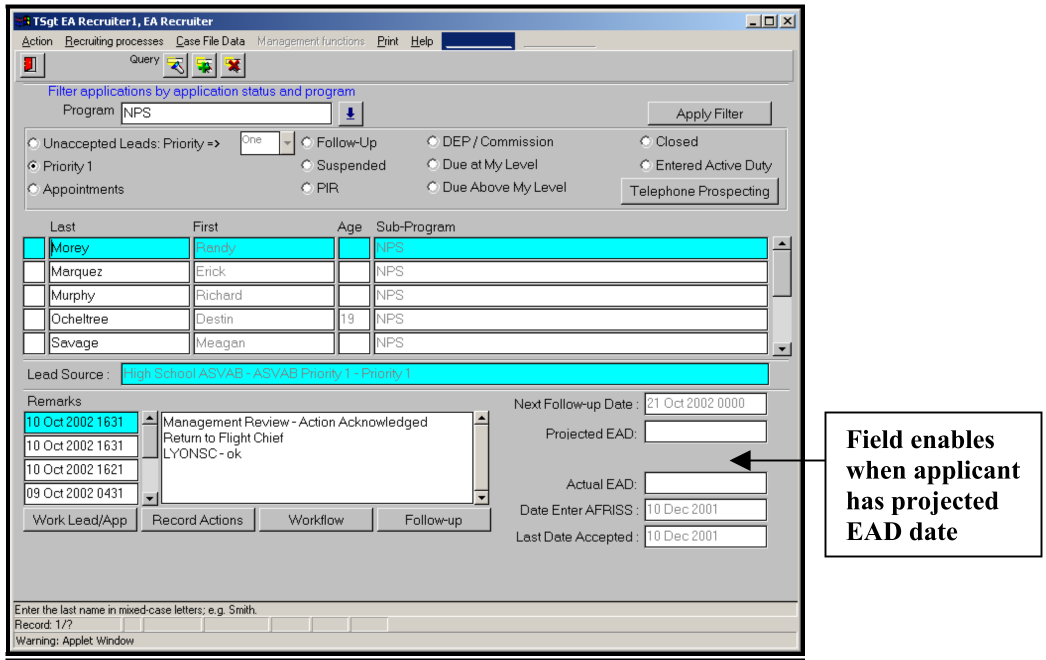


Figure 7-1, Select Lead/Applicant Screen

Filter Applications by Application Status and Program Block shows the part of the screen used to query specific types of leads and applicants for the selected billet or user.

4. <u>Program</u>: Allows you to query applicants by specific program. Click the LOV to select the desired program; e.g., NPS. Otherwise, leave the field blank.

5. <u>"Apply Filter" button</u>: Click this button to query for applicants under a particular program.

6. <u>"Filter Radio" buttons</u>: Click one of the following radio buttons; e.g., Priority 1 (displays a list of all leads you accepted), to allow you to search for leads and applicants based on the status used. AFRISS automatically queries for those leads and applicants when the filter button is clicked. A list of filter radio buttons and explanation of each follows:

• Unaccepted Leads	New leads not duplicate checked or accepted.
• Priority 1	Lists all open Priority 1 leads. Leads having been accepted and entered in AFRISS as a Priority 1. Leads having a scheduled appointment, been requested, been approved for closure or suspension, have an open Personal Interview Record (PIR), or entered DEP will not be displayed. Leads in this filter also show up in the follow-up filter if a follow-up date has been scheduled. Closed appointments or non-contacted leads will show under this filter.

	IMPORTANT: IT IS IMPORTANT THIS FILTER BE CHECKED FREQUENTLY DURING THE WORK DAY, SINCE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) PRIORITY 1 LEADS SHOW UP HERE AND AFRISS DOES NOT CURRENTLY HAVE THE FUNCTIONALITY TO INFORM USERS THEY HAVE RECEIVED NEW ASVAB LEADS.
• Appointments	Lists all leads with pending or past due appointments. These also show under the Follow-Up filter.
• Follow Up	Lists all leads and applicants with a follow up for current and past dates.
• Suspended	Lists all requested suspension or suspended applicants and leads.
• PIR	Lists all of the applicants with open PIRs. **NOTE:** An applicant the Recruiter Identification Code has initiated the PIR workflow on and has not been entered into DEP, closed or suspended.
• DEP/Commission	Lists all DEPPERs and commissioned applicants.
• Due At My Level	Lists all applicants with an action required at the billet’s level; e.g., applicant has a case file needing completion or a waiver requiring action.
• Due Above My Level	Lists all applicants with an action required above the billet’s level; e.g., Request for closure or suspension, Military Entrance Processing Station (MEPS) request.
• Closed	Lists all requested closure or closed applicants and leads.
• Entered Active Duty	Lists all applicants who passed requirements or had waivers approved and have been accepted into active duty.

Applicant Block lists applicants specific to the selected program, if any, and selected filter.

NOTE: The screen allows for five rows of applicants to be displayed at one time. If the scroll bar to the right is split, then you have more than five applicants available from the performed query. You may also use the scroll bar to navigate up and down the list.

7. Click on the last name of the desired lead/applicant (highlights row).

NOTE: All the fields in this block are view only.

8. Last: Displays the applicant's last name.

9. First: Displays the applicant's first name.

10. Lead Source: Shows where the lead originated and the priority of the lead. Keep in mind, if a lead once held a Priority 1, lead source is entered, and the newest lead source that re-opened the lead has a lower priority, the lead will also be shown under the Priority 1 filter.

11. Age: Displays the applicant's age.

12. Sub-Program: Displays the program in which the lead or applicant is being worked; e.g., NPS, PS, ROTC, OTS. **NOTE:** You can have an applicant working with more than one program; e.g., NPS and ROTC, NPS and OTS.

13. "Telephone Prospecting" button: Click this button to navigate to the *Telephone Prospecting Leads Screen*. (See Section 9.0, *Telephone Prospecting Leads Screen*.)

14. Remarks: Displays the last remarks entered about the selected applicant.

15. Next Follow-Up Date: Displays the applicant's next scheduled follow-up date.

16. Projected Enter Active Duty (EAD): Displays the applicant's projected EAD date.

17. Actual EAD: Displays the actual EAD.

18. Date Enter AFRISS: Displays the date the applicant was first entered into the AFRISS system.

19. Last Date Accepted: Displays the last date the applicant's information was entered or action was scheduled into AFRISS for the applicant.

20. Click one of the following buttons:

- "Work Lead/Applicant" button: Click this button to return to the *Create Lead Screen*.

- "Record Actions" button: Click this button to navigate to the *Record Actions Screen* to continue or complete required action on the selected lead/applicant. (See *Record Actions*, Section 18.0)

- "Workflow" button: Click this button to navigate to the *Workflow Select Screen* to complete interviews or special processing requirements for the selected lead/applicant (See *Workflow Select Screen*, Section 13.0)

- "Follow-Up" button: Click this button to navigate to the *Follow-Up Screen* to document follow-up actions on the selected lead/applicant. (See Follow-Up, Section 12.0)

8.0 CONDUCT TELEPHONE PROSPECTING

Purpose: Select a lead list to conduct your telephone prospecting.

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Conduct Telephone Prospecting**> to display the *Worked Grouped Leads Screen*.

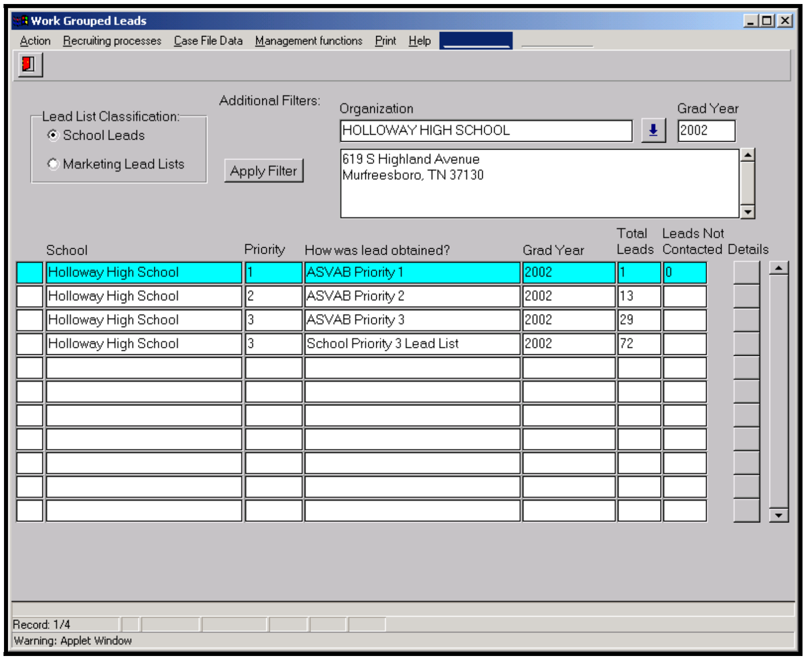


Figure 8-1, Work Grouped Leads Screen

4. Lead List Classification: *(Mandatory)* Click the applicable radio button to select the desired lead list. The default is "School Leads."

- School Leads: Displays ASVAB rosters and school leads list. The school leads list is a school contact list you have entered. Currently, AFRISS does not have the functionality to upload school contact list.

- Marketing Lead Lists: Consists of a list of name(s) comes from marketing sources.

5. Organization: *(Optional)* Depending on the Lead List Classification selected, enter the name of the organization or click the LOV to select from a list of school or marketing organizations. Leaving it blank queries all schools or marketing organizations for which you have claimed ownership.

6. Grad Year: *(Optional)* Enter the grad year in YYYY format to specify the leads list to be generated. This is only available when the school leads radio button is selected.

7. "Apply Filter" button: Click this button to execute the query based on the filter selected.

8. School: Displays the school name.

9. Priority: Displays the priority of the leads in the list.

10. How was the lead obtained? This field displays the source of the lead; e.g., ASVAB.

11. Grad Year: Displays the year the leads graduated.

12. Total Leads: Displays the number of leads in the list.

13. Leads Not Contacted: Displays the number of non-contacted leads.

14. After the query has been performed, you may use the up or down arrow keys to highlight the list to be prospected; otherwise, click your cursor in the block to the left of the applicable school name.

15. Once you have selected the appropriate list, click the "Details" button to the right of the highlighted list to navigate to the *Telephone Prospecting Leads Screen*.

9.0 TELEPHONE PROSPECTING LEADS SCREEN

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Conduct Telephone Prospecting**> to display the *Worked Grouped Leads Screen*.

4. Once the *Worked Grouped Leads Screen* displays, click the appropriate list, and then click the "Details" button to display the *Telephone Prospecting Leads Screen*.

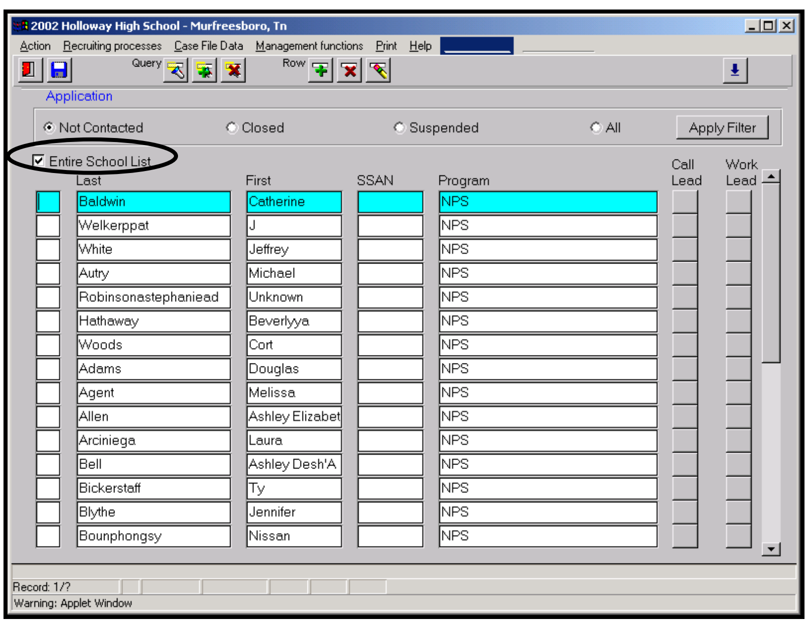


Figure 9-1, Telephone Prospecting Leads Screen

5. You can select what leads are displayed in the list by placing the cursor over the appropriate radio button (see description of each below) and clicking the left mouse button. You do not have to click the "Apply Filter" button to display the applicable leads since AFRISS performs the query once the radio button is selected.

Filter Radio Buttons

- "Not Contacted" radio button: Leads not contacted. This includes leads not contacted, but closed or suspended.

- "Closed" radio button: Closed leads or leads for which you requested closure. Disabled for applicants having a current reservation with projected EAD, actively in DEP, or for Selected and HQ apps.

- "Suspended" radio button: Suspended leads or those leads submitted for suspension. Disabled for applicants having a current reservation with projected EAD, actively in DEP, or for Selected and HQ apps.

- "All" radio button: Displays all leads regardless of status.

6. You can also choose to view the leads for the selected filter and all the lead lists displayed on the *Work Grouped Leads Screen* by placing a check mark in the entire school list check box (see figure 9-1, previous page).

7. Last: Displays the lead's last name.

8. First: Displays the lead's first name.

9. SSAN: Displays the lead's SSAN.

10. Program: Displays the program for which the lead would be worked.

11. "Call Lead" button: Click this button to navigate to the *Telephone Prospecting Screen.* (See Section 10.0, Telephone Prospecting.)

12. "Work Lead" button: Click this button to navigate to the *Create/Work Lead Screen*.

13. Click the cursor in the block to the left of the last name to select the applicable lead. If the cursor is already blinking in the field of a selected lead, you can use the up or down arrow keys to navigate the list. With the desired lead selected, place the cursor over the "Call Lead" button to the right of the selected lead and click the button to navigate to the *Telephone Prospecting Screen*.

10.0 TELEPHONE PROSPECTING SCREEN

NOTE: If you were not previously in the *Worked Grouped Leads Screen*, follow the steps below to display the *Telephone Prospecting Screen*.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Conduct Telephone Prospecting**> to display the *Worked Grouped Leads Screen*.
4. Click (highlight) the desired applicant, and then click the "Call Lead" button to display the *Telephone Prospecting Screen*.

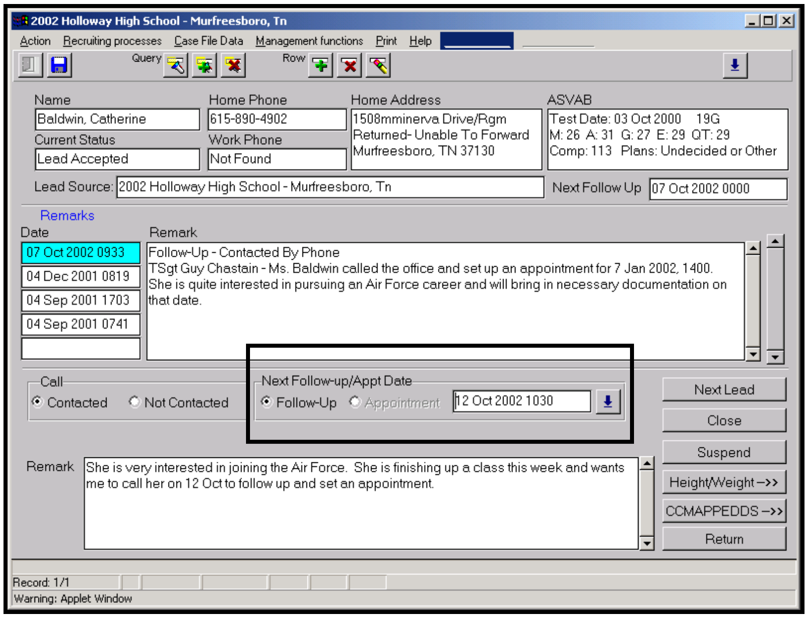


Figure 10-1,Telephone Prospecting Screen

Parts of the Screen and Steps to Follow:

5. Name: Displays the applicant's last name, first name and social security number.

6. Home Phone: Displays the applicant's current home telephone number.

7. Home Address: Displays the applicant's current home address.

8. ASVAB: Displays the applicant's current ASVAB information, if available.

9. Current Status: Displays the current status of the lead or applicant; e.g., Lead Accepted, Closed.

10. Work Phone: Displays the applicant's work telephone number.

11. Lead Source: Displays from where the lead came.

12. Next Follow Up: Displays the applicant's next scheduled follow-up date.

Remarks Block

13. This block displays the remarks history for the current applicant. You can scroll through the remarks history by placing the cursor on the required date and clicking the left mouse button or using the up or down arrow on the keyboard to navigate up and down the list.

14. Date: The date and time stamp of previous remarks. The selected date is highlighted.

15. Remarks: Displays the remarks for the selected date.

16. Call: This box allows you to record the call actions.

17. "Contacted" radio button: Records the call as a contact.

18. "Not Contacted" radio button: Records the call as not contacted.

19. Next Follow-Up/Appt Date: Allows you to set a follow-up date or an appointment (see figure 10-1). A follow-up date must be set for Priority 1 leads, unless an appointment is scheduled or it is suspended or closed.

20. "Follow-Up" radio button: Allows you to set a follow-up date. It is not accessible until you have recorded the call.

21. "Appointment" radio button: Allows you to set an appointment date. It is not accessible until you have recorded the call as a contact.

22. To record the telephone prospecting activity, document whether or not contact was made with the lead. In the Call field, click the "Contacted" radio button if contact was made or click the "Not Contacted" radio button if contact was not made. Once the call is documented, a Remarks Editor Box displays for your comments; e.g., No answer, Left message on machine, Spoke with the applicant, Spoke with the applicant's parents. After the remarks are entered, click the "OK" button.

IMPORTANT: REMARKS SHOULD BE DESCRIPTIVE ENOUGH SO ANYONE READING THEM WILL IMMEDIATELY GRASP WHAT HAS HAPPENED DURING ANY CONVERSATION OR WHY CONTACT WAS NOT MADE AND WHAT YOUR ACTIONS WERE. THIS ALLOWS DETERMINATIONS TO BE MADE IN THE FUTURE AND MORE IMPORTANTLY GIVES YOU AN ACTIVITY HISTORY AND RESOLUTION RECORD OF THE LEAD. YOU CAN CLICK THE "OK" BUTTON AND USE THE "HEIGHT/WEIGHT" AND "CCMAPPEDDS" BUTTONS TO RECORD THOSE ITEMS AND RETURN TO THE REMARKS TO ENTER COMMENTS.

23. Once the call is recorded and the remarks entered, the "Follow-Up" and the "Appointment" radio buttons become available. Click the "Follow-Up" radio button to display the AFRISS calendar. Once you set the date and time, click the "OK" button. **NOTE:** A "Follow-Up" date does not have to be scheduled for a Priority 2 or 3 lead.

24. If contact was made with the lead and you make an appointment, click the "Appointment" radio button. Once the calendar pops up, set the date and time of the appointment, and then click the "OK" button.

25. "Next Lead" button: Allows you to navigate to the next lead on the lead list. It is disabled when the user is at the last lead on the lead list.

26. "Close" button: Allows you to close the current lead. It is only available after the call is recorded. Disabled for applicants having a current reservation with projected EAD, actively in DEP, or for Selected and HQ apps.

27. "Suspended" button: Allows you to suspend the current lead. It is only available after the call is recorded. Disabled for applicants having a current reservation with projected EAD, actively in DEP, or for Selected and HQ apps.

28. "Height/Weight" button: Allows you to document the height and weight of the current lead. This button is available only when the call is recorded as a contact. **NOTE:** Document the lead's height and weight here, not in the Remark field.

29. "CCMAPPEDDS" button: Allows you to document the Pre-Qualification Interview of the current lead. This button is only available when the call is recorded as a contact. **NOTE:** Document the CCMAPPEDDS here, not in the Remark field.

30. "Return" button: Click this button to return to the *Telephone Prospecting Leads Screen*.

31. Remark: Displays the current comments you have entered about the lead. You may update it until you commit the record, proceed to the next lead or return to the previous screen.

32. Click the "Save" button, and then click the "Return" button to exit this screen.

11.0 RGM

Purpose: Allows you to generate address-mailing labels from a lead list. Use Avery 5161 labels, which have two columns of ten labels (total of 20 labels per page).

Parts of the Screen and Steps to Follow:

1: From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Recruiter Generated Mail (RGM)**>.

11.1 Selecting the Lead List

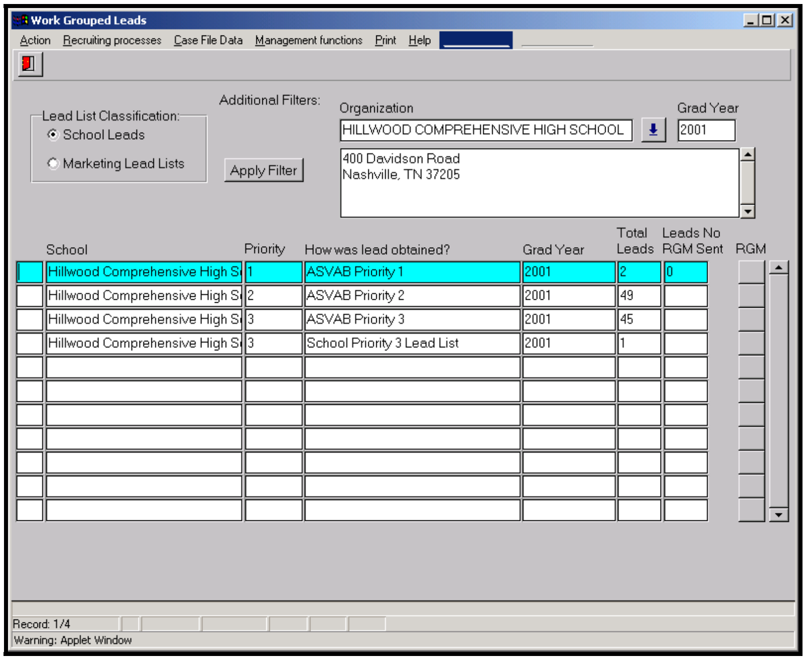


Figure 11-1, RGM Screen

4. Lead List Classification: *(Mandatory)* Click the applicable radio button to select the desired lead list. The default is "School Leads."

- School Leads: Displays ASVAB rosters and school leads list. The school leads list is a school contact list you have entered. Currently, AFRISS does not have the functionality to upload school contact list.

- Marketing Lead Lists: Consists of a list of name(s) comes from marketing sources.

5. Organization: Enter a school or marketing organization name in this field or click the LOV to select a school or marketing organization for which the billet has claimed ownership. The field may be left blank to select available schools or marketing organizations lists for which ownership has been claimed. These lists are generated dependant on the selected lead list classification.

6. Grad Year: Enter the grad year or leave blank. Entering a grad year will only call lead list for the year specified, if available.

7. Apply Filter: Click the "Apply Filter" button to get the results of the query.

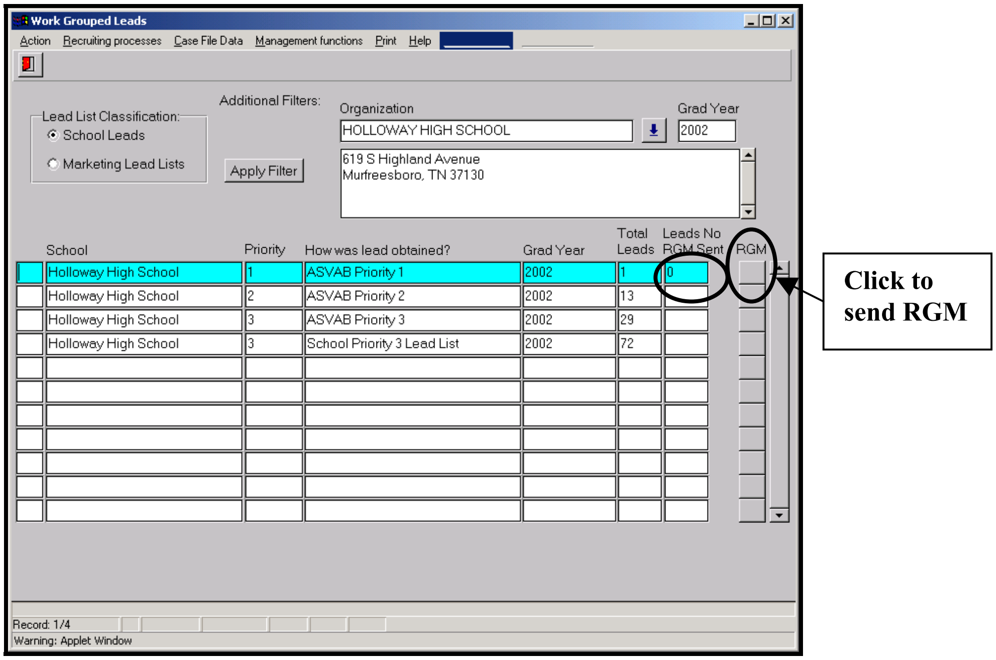


Figure 11-2, Work Grouped Leads Screen

8. Once a query is performed the first row will be highlighted.

9. The following fields are designated *View Only*!

- School: Displays the school name the select list came from.
- Priority: Displays the priority of the leads in the list.
- How was the lead obtained?: Displays the lead source for the list.
- Grad Year: Displays the year the leads in the list are scheduled to graduate.
- Total Leads: Displays the total leads in the list.
- Leads No RGM Sent: Displays the number of leads on the list with no RGM attempt made. This field only displays after the row is selected (see figure 11-2).

10. To make selection, highlight the leads list for which you want to send RGM.

11. Click the "RGM" button to the right of the selected row.

NOTE: Clicking the button for an unselected row calls information for the row the button is on, not the selected row.

11.2 Selecting the Leads to Send RGM

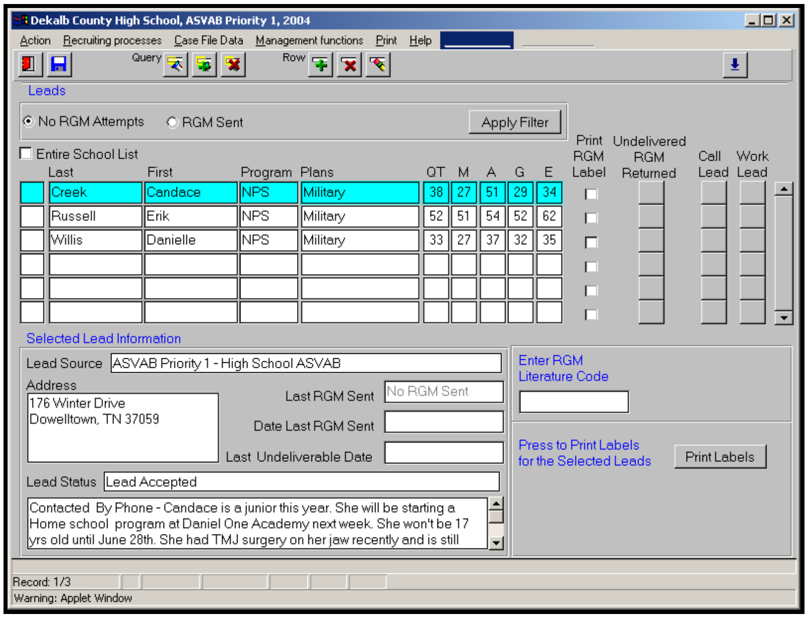


Figure 11-3, Selected School Leads Screen

Parts of the Screen and Steps to Follow:

Leads Block

1. "No RGM Attempts" radio button: Queries and displays all leads on the list with no RGM attempt made.

2. "RGM Sent" radio button: Queries and displays all leads on the list with an RGM attempt made.

3. "Entire School List" check box: Queries and displays all leads for the select school and grad year based on the radio button selected.

4. Last: Displays the lead(s) last name.

5. First: Displays the lead(s) first name.

6. Program: Displays the lead(s) application type.

7. Plans: Displays the lead(s) future intentions; e.g., Military.

8. QT: Displays the lead(s) quantitative score on the ASVAB, if available.

9. M: Displays the lead(s) mechanical score on the ASVAB, if available.

10. A: Displays the lead(s) administrative score on the ASVAB, if available.

11. G: Displays the lead(s) general score on the ASVAB, if available.

12. E: Displays the lead(s) electronic score on the ASVAB, if available.

13. "Print RGM Label" check box: Click your cursor in each applicable checkbox to identify the leads for which a label will be printed once the "Print Labels" button is clicked.

14. "Undeliverable RGM Return" button: Allows the recruiter to update an applicant as having a RGM returned/calls the *Contact Information Screen* to allow the recruiter to update the address if required. If no RGM attempts have been made, or all RGM attempts made have already been updated as undeliverable, this function will not work.

15. "Call Lead" button: Allows you to go to the *Telephone Prospecting Screen* for the selected lead.

16. "Work Lead" button: Allows you to go to the *Create Lead Screen* for the selected lead.

Selected Lead Information Block

17. Lead Source: Displays the lead source for the selected applicant.

18. Selected Lead Address: Displays the formatted address of the selected lead. This is how the address will look on the label without the applicant's name.

19. Last RGM Sent: Displays the Literature (LIT) code of the last RGM sent to the selected applicant. Displays "No RGM Sent" if RGM has never been sent to the applicant.

20. Date Last RGM Sent: Displays the date the last RGM was sent to the select lead.

21. Last Undeliverable Date: Displays the date of the last undeliverable RGM.

22. Lead Status: Displays the status of the lead. Lead Accepted, Closed, PIR, DEP. All statuses except "Lead Accepted and Closed" will have the following options disabled and unavailable: The Print RGM Label check box, "Undeliverable RGM Returned," "Call Lead" button and "Work Lead" button.

23. Remarks Box: Once an applicant is highlighted, the three instances remarks display are as follows: (1) Closed applicant—displays reason for closure. This helps negate sending RGM to an applicant who should not receive one; e.g., death or permanent disqualification (2) Open applicants—displays the last follow-up comments, and (3) Applicants with no follow up—remarks display "No follow-up comments found."

24. Enter RGM Literature Code: Allows you to enter the LIT code of the RGM to be sent to the selected leads. This field must be populated or a message will appear and the labels will not be produced.

25. "Print Labels" button: Prints the label report for the recruiter which will indicate which labels to print.

26. Place a check in the "Print RGM Label" check box for the leads for which RGM labels are to be generated.

27. Enter an applicable RGM LIT code in the RGM Literature Code field.

28. Click the "Print Labels" button. Result: A message appears informing you to ensure the Avery 5161 labels are loaded in the printer tray and to push the "OK" button after the label report is generated. The report will be generated with the names and addresses of the selected leads. Print the labels by clicking the "Print" button on the label report.

29. Click the "OK" button for the message. The list will be re-queried and will only display those leads with no RGM attempt made.

12.0 FOLLOW-UP SCREEN

Purpose: Allows you to document all contacts with leads, applicants and DEP members.

NOTE: Navigating to the *Follow-Up Screen* depends on your location within AFRISS. One way to navigate to this screen is as follows:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Select Lead/Applicant**> to display the *Select Lead Applicant Screen*.

4. Click (highlight) the desired applicant.

5. Click the "Follow-Up" button to display a pop-up window with the following choices: Canceled, Contacted, Not Contacted or Other.

6. Click your selection; e.g., Contacted.

7. Click the "OK" button to display another pop-up window with the following choices: By Phone or In Person.

8. Click your selection; e.g., By Phone.

9. Click the "OK" button to display the Remarks Editor Box.

10. Enter any comments you might have regarding the applicant or application; e.g., Aaron is ready to join the Air Force.

11. Click the "OK" button. The remarks you entered automatically display in the Remark field.

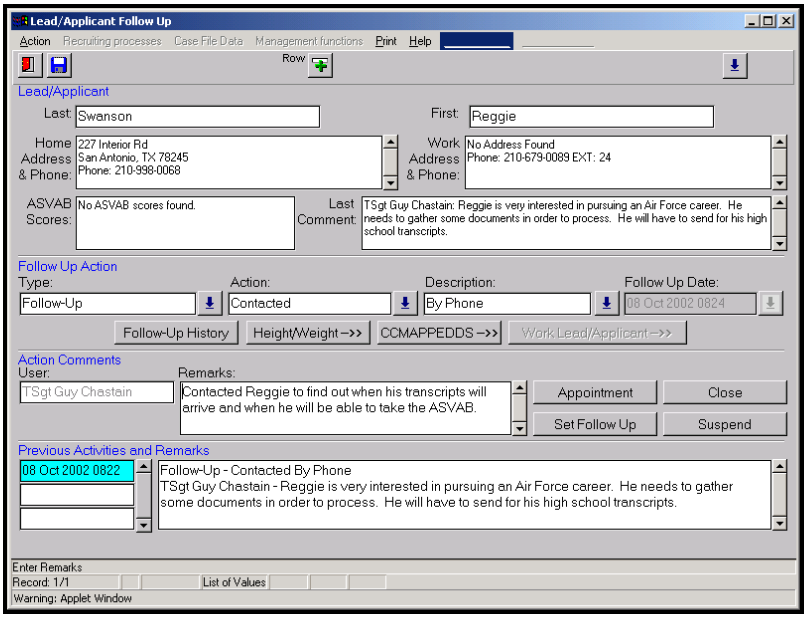


Figure 12-1, Lead/Applicant Follow-Up Screen

12.1 Lead Follow Up

Parts of the Screen and Steps to Follow:

Lead/Applicant Block

NOTE: You cannot update fields in this block!

1. Last: Displays the last name of the lead/applicant.

2. First: Displays the first name of the lead/applicant.

3. Home Address & Phone: Displays the formatted home address and home telephone number of the lead/applicant.

4. Work Address & Phone: Displays the formatted work address and work telephone number of the lead/applicant.

5. ASVAB Scores: Displays the lead/applicant ASVAB information, test date, test version, ASVAB scores and plans.

6. Last Comments: Displays the last remarks entered about the lead/applicant and the name of the individual who made the remarks.

Follow-Up Action Block

7. Type: Displays the type of action being performed.

8. Action: Automatically generates if previously entered. However, you may click the LOV to select the action. You may select "Contacted," "Not Contacted," "Canceled" and "Other" actions for a follow-up.

9. Description: Automatically generates if previously entered. However, you may click the LOV to select the description. You may select "By Phone" or "In Person" if the action selected was "Contacted" or "Not Contacted."

10. After you select an action, enter comments, if any, in the Remark field. If you select the "Canceled" action, you are not prompted to select a description and the Remarks Editor Box displays.

11. Once the remarks have been entered, click the "OK" button.

12. "Follow-Up Date" button: Click the button to the right of this field, the AFRISS calendar displays, and you are prompted to enter the next scheduled follow-up date with the applicant.

Action Comments Block

13. User: Displays the user's name.

14. Remarks: Displays the comments the user just entered about the follow-up action.

Previous Activities and Remarks Block

15. Automatically generated. To review comments click on a date/time. Comments appear in the text box.

12.1.1 Additional Buttons

"Follow-Up History" button: Allows you to display a follow-up history report for the current lead/applicant, and it is always available.

"Height/Weight" button: Allows you to record the height and weight of the lead/applicant. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

"CCMAPPEDDS" button: Allows you to document the Pre-Qualification information on the current lead/applicant. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. **NOTE:** It is important you document the applicant's response information at this point, for the record. If you close or suspend a lead/applicant, and the individual goes to another recruiter, this information is available when the lead is loaded at another office and helps prevent fraudulent enlistment.

"Work Lead/Applicant" button: Allows you to navigate to the *Work Lead/Applicant Screen* for the current lead/applicant, and it is always available.

"Appointment" button: Allows you to set the appointment date for the lead/applicant. When the button is clicked the calendar appears. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

"Set Follow-Up" button: Allows you to set a date to follow up with the lead/applicant. When the button is clicked the calendar appears. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

"Close" button: Allows you to request this lead applicant be closed. This button becomes available when the action and description is selected. This button becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. When the button is clicked, you are prompted to select a reason from an action LOV you want to close the lead/applicant. You are able to select "Disqualified," "Not Interested" or "Other."

16. Once you select the reason you want to close the lead/applicant; e.g., Disqualified/Not Interested, you are prompted to select a specific reason for the closure from a description LOV. The choices available depend on the selected action.

17. Once you have selected the description, the Remarks Editor Box displays. You can then edit the remarks entered from the "Contact" comments. Once you are satisfied with the comments, click the "OK" button. **NOTE:** Comments should be as descriptive as possible. A good word picture allows other users to have a clear understanding of what is going on with the lead/applicant and save on having to get clarification later.

18. "Suspended" button: Allows you to request this lead applicant be closed. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. This button functions in the same manner as the "Closed" button.

NOTE: When entering comments about this lead/applicant, you are asking the flight chief to suspend this lead/applicant. Unless you specify the date you want to have it re-opened, the flight chief has to make the decision for you. Table 12-1 shows what descriptions are available for the actions selected.

Disqualified	Not Interested	Other
Age	Advancement	Information Provided by 3rd Party
Citizenship	Continuing Education	Joined Other Service
Conscientious Objector	Couldn't Close	Moved/Not In Zone
Dependents	Hostile	Other
Drugs	Money	Prank
Education	Recreation	Unable to Contact
Law Violations	Service	
Physical (Includes Overweight)	Training	
Prior Service		
RE Code		
Test (Failed ASVAB or EST)		

Table 12-1, Available Descriptions

19. Click the "Save" button, and then click the "Exit" button to return to the *Select Lead/Applicant Screen.*

12.2 Additional Follow-Up Method

While in the *Select Lead/Applicant Screen,* click the "Follow-Up" radio button, and then click the "Apply Filter" button to display a list of applicants. **NOTE:** Once you click the "Follow-Up" radio button, a "Mass TP & Follow Up" button displays for your use (see figure 12-2). The "DEP" and "PIR" radio buttons also enable this button.

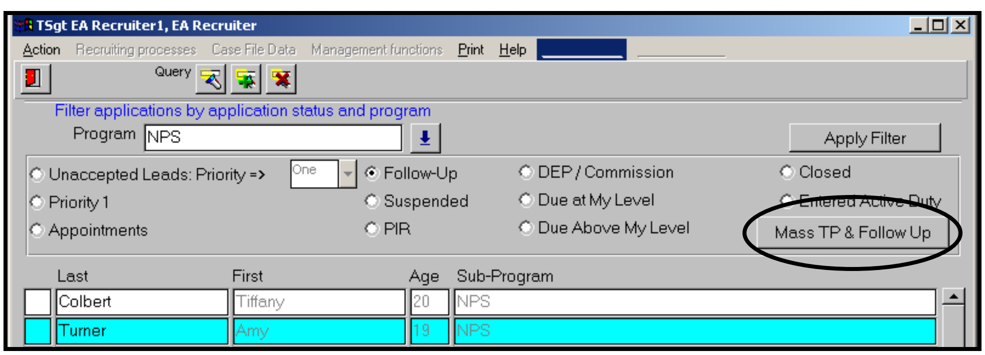


Figure 12-2, Mass TP & Follow Up Button

13.0 WORKFLOW SELECT SCREEN

Purpose: Allows you to perform and document interviews based on where the lead/applicant is in the recruiting process. This section is for informational purposes to familiarize you with the workflows you will see throughout the case file.

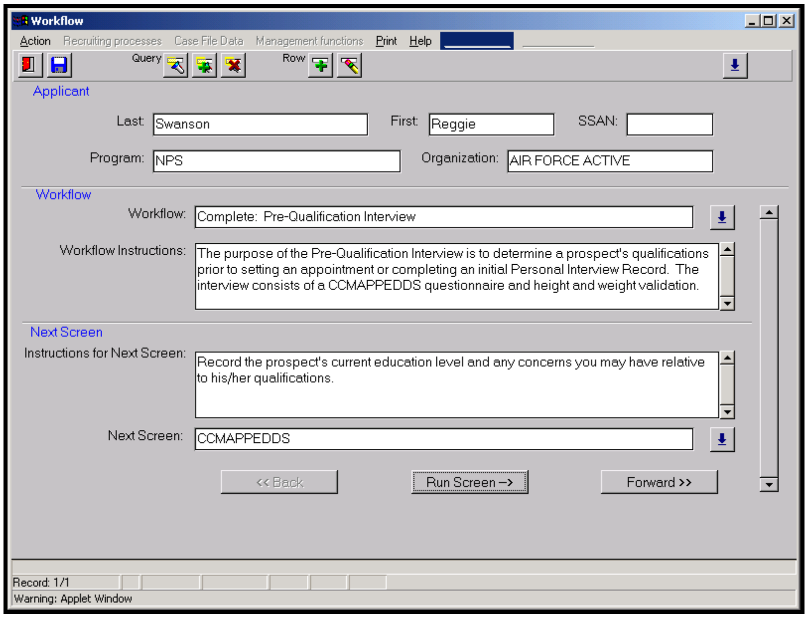


Figure 13-1, Workflow Select Screen

Parts of the Screen:

Applicant Block (View Only)

1. Last: Displays the last name of the selected lead/applicant.

2. First: Displays the first name of the selected lead/applicant.

3. SSAN: Displays the SSAN of the selected lead/applicant, if available.

4. Program: Displays the program for which the selected lead/applicant is interested.

5. Organization: Displays the branch of service for which the lead/applicant is being worked.

Workflow Block

6. Workflow: Displays the title of the selected workflow. The LOV allows you to select the workflow to perform next. Depending on your role, the list only contains available workflows and where the lead/applicant is in the recruiting process.

7. Workflow Instructions: Displays the description and instructions for completing the workflow.

Next Screen Block

8. Instructions for Next Screen: Displays the description and instructions for completing the next screen in the workflow.

9. Next Screen: Displays the title of the next screen in the workflow. You can have more than one workflow working at the same time, but cannot have the same workflow open more than once. The scroll bar on the right of the screen intersecting both the **Workflow and Next Screen Blocks** is divided if more than one workflow is open.

14.0 COMPLETE: PRE-QUALIFICATION WORKFLOW

Purpose: Allows you to collect the height, weight and CCMAPPEDDS information for initial pre-qualification.

1. If at the *Create Lead Screen* or the *Select Leads/Applicants Screen*, click the "Workflow" button to display the *Workflow Select Screen*. A pop-up window displays for your selection. Click "Complete: Pre-Qualification Interview," and then click the "OK" button.

2. Click the "Run Screen" button.

NOTE: This interview contains two questions.

14.1 The CCMAPPEDDS Interview

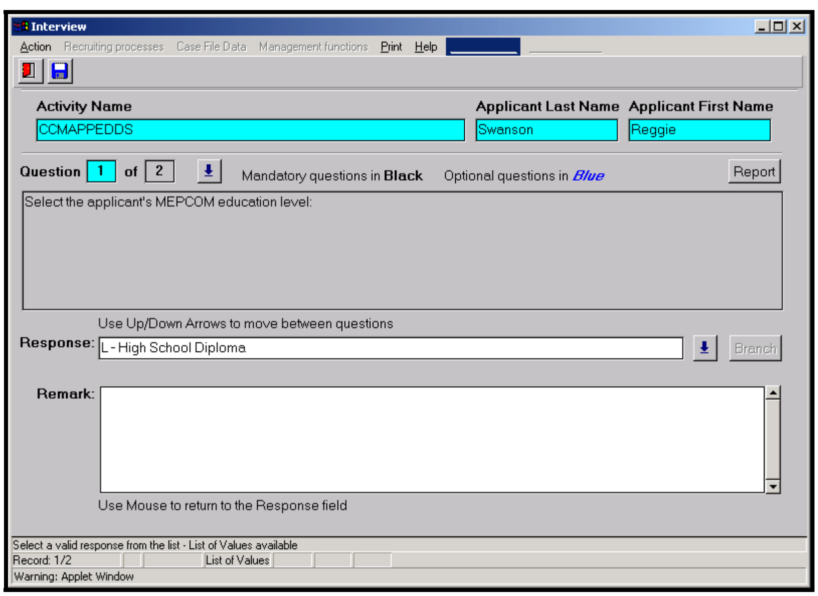


Figure 14-1, CCMAPPEDDS Interview Screen

3. For Question #1, click the LOV to the right of the Response field to display a pop-up window. Click your selection, click the "OK" button, and then press the <**Tab**> key to navigate to the next question. Question #2 requires a <**Y**> (Yes) or <**N**> (No). If "Yes," the Remarks Editor Box displays to enter the comments about the lead's/applicant's CCMAPPEDDS. You should identify any concern as to the qualifications of the lead/applicant, especially disqualifying information; e.g., Used marijuana twice--last used May 1998, had two speeding tickets and a consumption of alcohol by a minor.

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* to run the Height/Weight Interview.

5. Click the "Run Screen" button.

14.2 The Height/Weight Interview

NOTE: This interview contains six questions.

1. Question #1 requires the lead's/applicant's height. Enter the applicant's height in inches. Select a number between <**58 and 80**>. Press the <**Tab**> key.

2. Question #2 requires the lead's/applicant's weight. Enter the applicant's weight in pounds. Select a number between <**75 and 350**>. Press the <**Tab**> key.

3. Question #3 is View Only. Notice in the Response field there is a number. Validate the applicant's minimum weight, and then press the <**Tab**> key.

4. Question #4 is View Only. Validate the applicant's maximum weight, and then press the <**Tab**> key.

5. Question #5 is optional and gives you the opportunity to enter the applicant's Body Fat Measurement (BFM). **IMPORTANT: RECRUITING SERVICE PERSONNEL WILL NOT PERFORM BFM.** You may input a BFM the applicant got from a doctor, health club, etc. Press the <**Tab**> key

6. Question #6: Enter remarks about the applicant's height and weight; e.g., John is over his max but works out daily and will make his BFM. John is overweight and will work on losing 2 lbs a week. John had his BFM done at Power Gym. Press the <**Tab**> key. A message displays indicating you are "At the Last Question." Click the "OK" button to return to the *Workflow Select Screen* to run the *Marketing Advertising and Activity Interest Interview*.

7. Click the "Run Screen" button to display the *Marketing Analysis Data Screen*.

14.3 Marketing Advertising and Activity Interest Interview

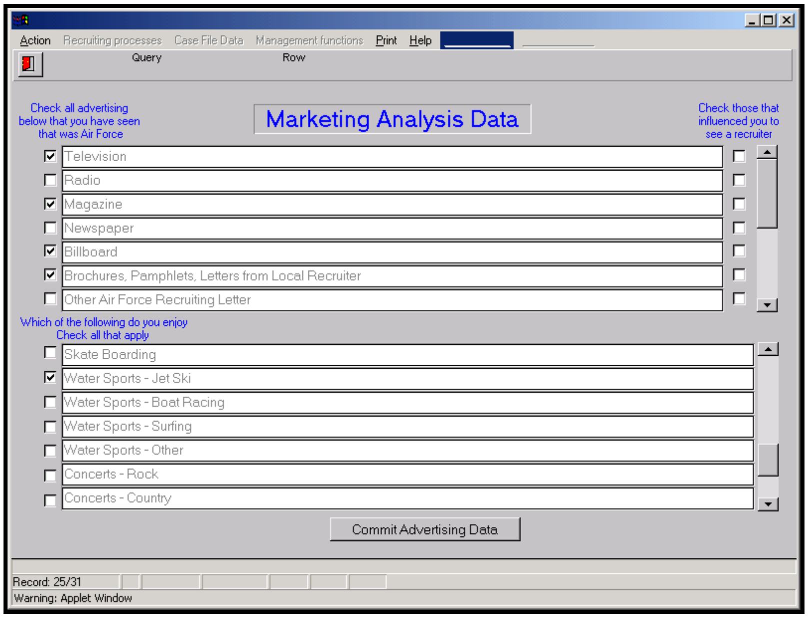


Figure 14-2, Marketing Analysis Data Screen

1. Click each box as it applies to the applicant.

2. Click the "Commit Advertising Data" button, and then click the "Exit" button. A message displays, "The Workflow is Complete. Select another workflow or exit screen." Click the "OK" button to display a blank *Workflow Select Screen*.

3. Click the LOV to the right of the Workflow field to display a list of choices, click (highlight) your choice, and then click the "OK" button.

4. Click the "Run Screen" button.

15.0 COMPLETE: ENLISTMENT SCREENING TEST (EST) SCORES WORKFLOW

Purpose: Allows you to add or update an applicant's EST scores. **NOTE:** This workflow is available after you have made an appointment with an applicant.

15.1 EST Interview

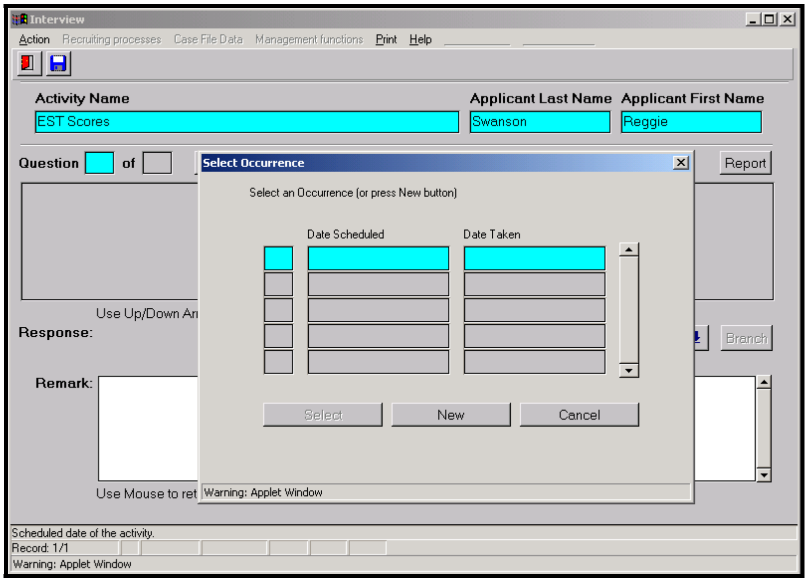


Figure 15-1, EST Interview Screen (Occurrence Pop Up)

1. If the applicant has never taken the EST, click the “New” button. If the EST was taken, and you want to view the information, you can select the date and click the “Select” button. In figure 15-1, the applicant has not taken the EST, so the “New” button should be clicked which displays the next screen (figure 15-2).

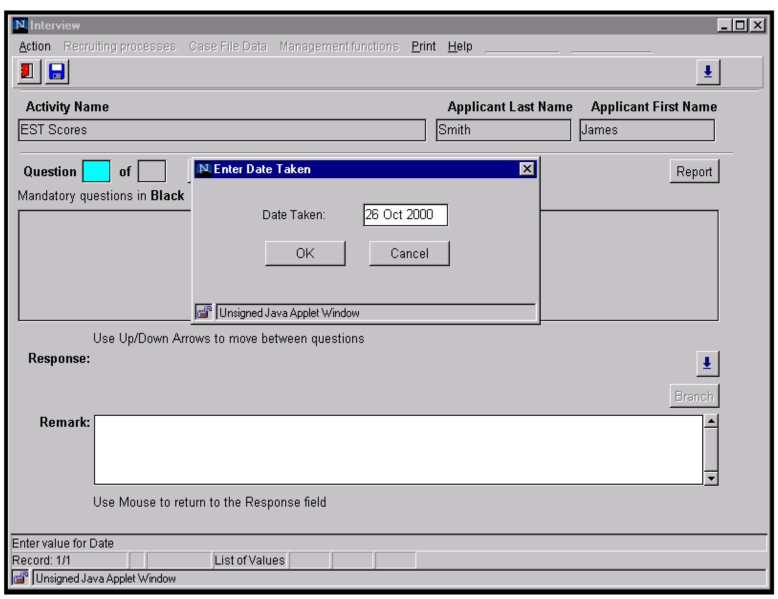


Figure 15-2, EST Workflow (Date Pop Up)

2. Enter the date the EST was given in the DD MMM YYYY format, and then click the “OK” button.

3. You are now prompted to enter the EST version the applicant took. You may manually enter the responses or click the LOV; e.g., A, B (for the paper version) or C (for the computer version).

4. The last question in the EST Interview is the EST score. Enter a number value between <**0 and 99**>, and then press the <**Tab**> key. You are notified this was the last question in the interview.

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.0 COMPLETE: ENLISTED PROGRAMS PIR

Purpose: The purpose of this workflow is to determine and document an applicant's qualifications before any other recruiting processes are initiated; e.g., Waivers, Casefile, MEPS Processing. This workflow becomes available after the Pre-Qualification workflow has been accomplished.

1. Click the LOV to the right of the Workflow field to select Complete: Enlisted Programs PIR.

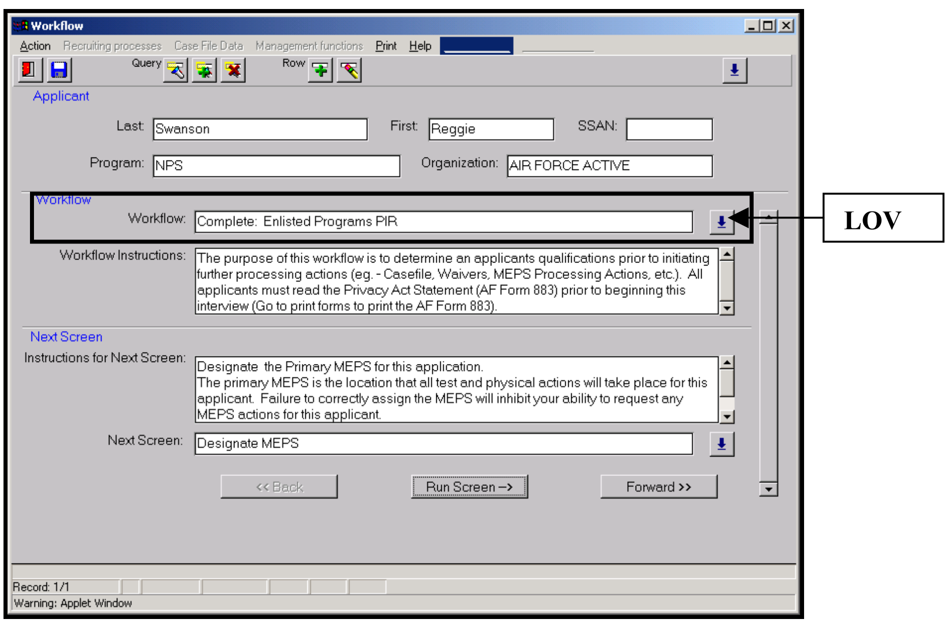


Figure 16-1, Enlisted Programs PIR Workflow

16.1 Designate MEPS Workflow Screen

Purpose: Allows you to verify and designate the MEPS responsible for all processing action for the selected applicant.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Designate MEPS Screen*.

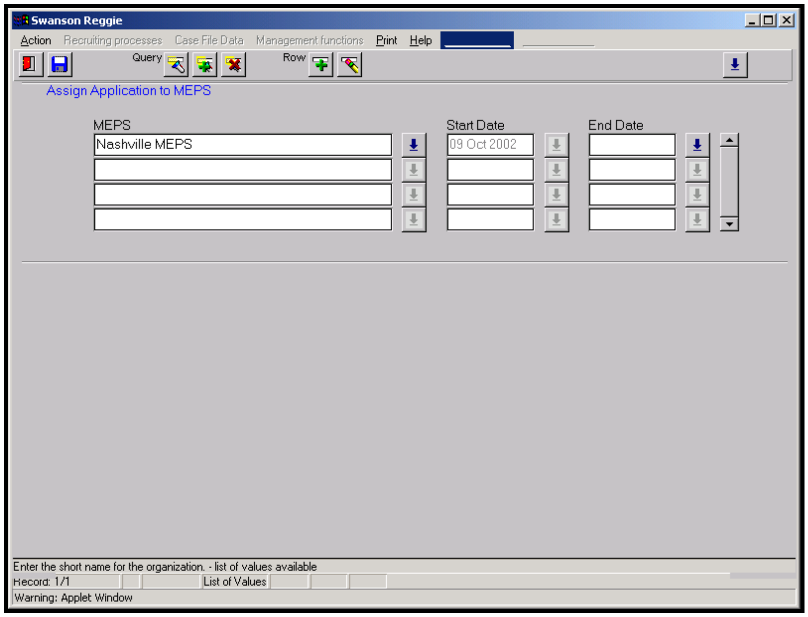


Figure 16-2, Designate MEPS Screen

Parts of the Screen and Steps to Follow:

2. <u>MEPS</u>: The screen normally populates with the recruiter's primary billet. If does not, then contact the AFRS Help Desk. If you need to enter the MEPS where the applicant will be processing, click the LOV. Once the MEPS is selected, the field is populated.

3. <u>Start Date</u>: The start date is automatically populated with the current date the change of MEPS was entered.

4. <u>End Date</u>: The end date is entered if the MEPS location changes where the applicant will be processing.

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.2 Name Use History

Purpose: Allows you to enter the full name of an applicant, any aliases or nicknames, and the applicant's maiden name if applicable, the applicant now uses or has used in the past.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Name Use History Screen*.

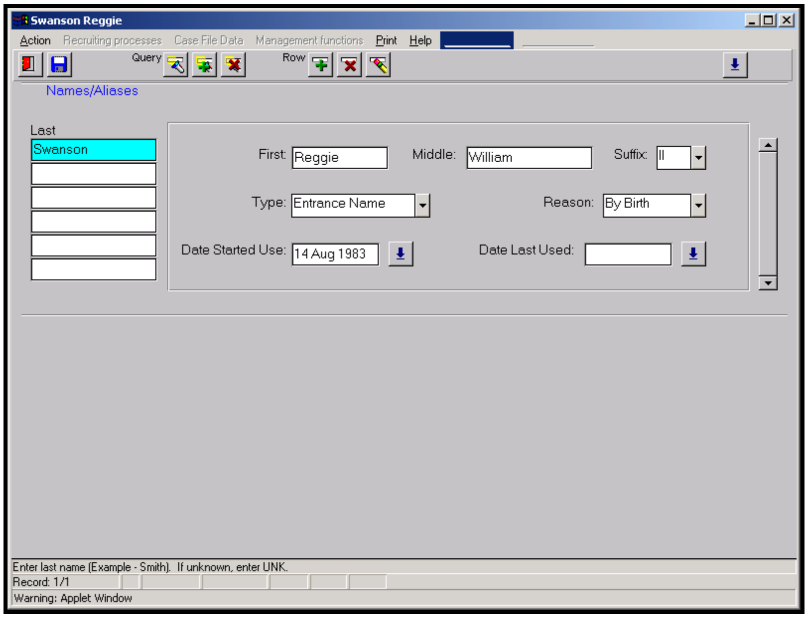


Figure 16-3, Name Use History Screen

Parts of the Screen and Steps to Follow:

Name/Aliases Block

2. Last: (*Mandatory*) Automatically generated. **NOTE:** To add another name, place the cursor in the Last Name field and click the "Add Row" button on the toolbar. Press the <**Tab**> key to navigate from field to field to enter the First, Middle and Suffix.

3. First: (*Mandatory*) Automatically generated.

4. Middle: (*Optional*) Automatically generated.

5. Suffix: *(Optional)* Automatically generated.

6. Type: Click the drop-down menu button to select the type; e.g., Entrance Name or Alias. The applicant must have an entrance name, which is his or her current name, name on the birth certificate, court document or from marriage. Aliases are nicknames, previous names and maiden names.

7. Reason: Click the drop-down menu button to select the reason; e.g., Preference, Maiden, Other, By Marriage, By Birth, By Decree. **NOTE:** Document all names by which the applicant has been known.

8. Date Started Use: Enter the date the applicant started using the selected name in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

9. Date Last Used: Enter the date the applicant last used the selected name in the DD MMM YYYY format; e.g., date of marriage, date court changed name. You can click the LOV to select the date (AFRISS calendar). If the name is still used, leave the field blank.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.3 Address History and Contact Info

Purpose: Allows you to enter current address (residence), place of birth and home of record.

NOTE: At a minimum, all three must be entered on this form (may apply to one address). (See figure 16-4.)

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Address History and Contact Info Screen*.

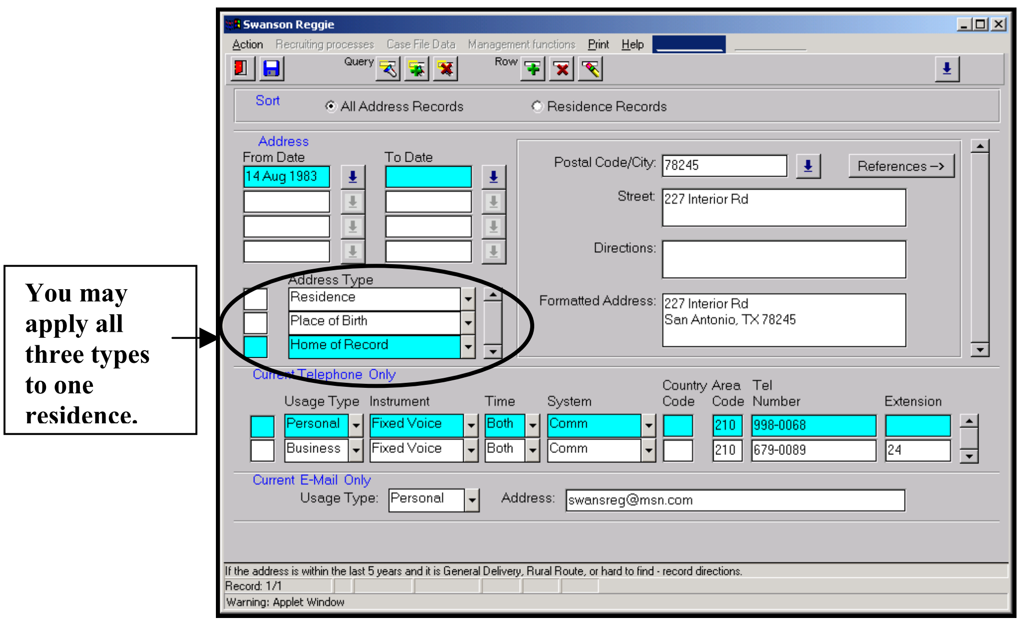


Figure 16-4, Address History and Contact Info Screen

Parts of the Screen and Steps to Follow:

Sort Block

2. This block has two radio buttons to allow you to filter either recorded "All Address Records" or the "Residence Records." Click the desired button.

Address Block

3. From Date: Enter the date the applicant started residing at the address in the DD MMM YYYY format; e.g., 14 Aug 1983. If the address type is place of birth, this date is the DOB. Otherwise, click the LOV to select the date (AFRISS calendar).

4. To Date: Enter the date the applicant stopped residing at this address in the DD MMM YYYY format; e.g., 09 Oct 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

5. Postal Code/City: Enter the ZIP code or city manually and press the <**Tab**> key. If you enter the city name, the LOV (figure 16-5) displays and you select the applicable city for the lead being entered. If you enter the ZIP code, the LOV also displays for your selection.

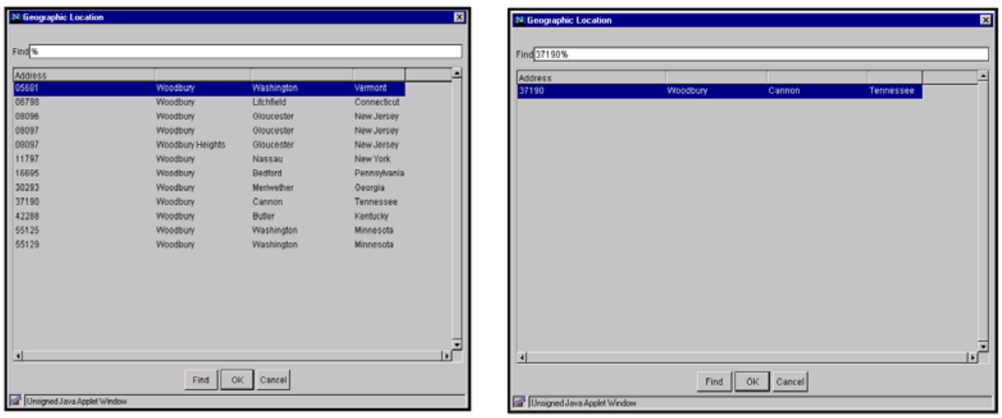


Figure 16-5, ZIP Codes and Geographic Location

6. Directions: Enter the directions for an address that may be hard to find or in an unfamiliar area.

7. Formatted Address: Displays the address entered.

8. Address Type: Click the drop-down menu button to select the address type. This list is displayed by clicking the LOV to the right of the Address Type field of the selected row. **NOTE:** The NPS recruiter commonly uses Residence, Home of Record, Place of Birth and Business. Selecting a business address type populates the Work Address and Phone fields on other screens.

Current Telephone Only Block

9. Usage Type: Click the drop-down menu button to select the usage type; e.g., Personal or Business. The default is "Personal." This workflow is the only workflow available to a lead. Selecting "Business" populates the Work Address and Phone fields on other screens with the work telephone number. It also displays the work number on your daily planner.

10. Instrument: Click the drop-down menu button to select the instrument type; e.g., Fixed Data, Fixed Voice, PCS/Cellular, Beeper or Fixed Fax. The default is “Fixed Voice.”

11. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; e.g., Both, Day or Night. The default is “Both.”

12. System: Click the drop-down menu button to select a system type.

13. Country Code: Enter the country code, if applicable; e.g., 001.

14. Area Code: Enter the area code; e.g., 210.

15. Tel Number: Enter the telephone number for the lead; e.g., 679-0069.

16. Extension: Enter the extension for the telephone number, if applicable; e.g., 24

NOTE: You may enter multiple phone numbers for a lead by clicking the “Add Row” button.

Current E-Mail Only Block
You can also document a lead’s e-mail address, if known.

17. Usage Type: Click the drop-down menu button to select a usage type for the e-mail address; e.g., Personal or Business. The default is “Personal.”

18. Address: Enter the e-mail address in this field, if applicable; e.g., **swanreg@msn.com**

19. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

16.4 Personal Descriptive Info

Purpose: Allows you to collect personal descriptive information on the applicant.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Personal Descriptive Info Screen*. **NOTE:** If applicant is male, a pop-up window displays, “Male applicants born after 31 Dec 1959 must have either a Selective Service Registration Number or a Legal Exemption.” Click the “OK” button.

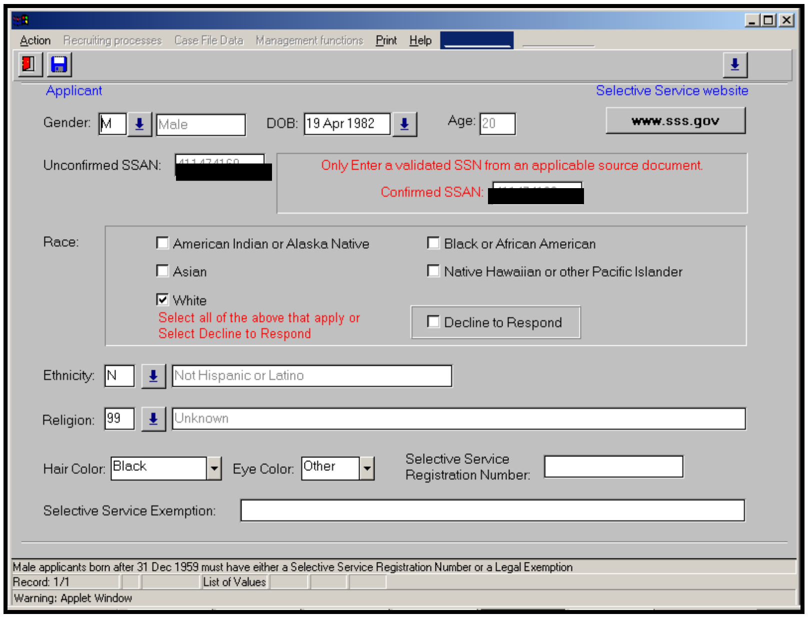


Figure 16-6, Personal Descriptive Info Screen

Parts of the Screen and Steps to Follow:

2. Gender: *(Mandatory)* Automatically generates from previously entered information. If not, click the LOV to select <**M**> (Male) or <**F**> (Female).

3. DOB: *(Mandatory)* Automatically generates from previously entered information. If not, enter the applicant's validated DOB in the DD MMM YYYY or click the LOV to select the date (AFRISS calendar). This should be entered from the applicant's birth certificate or other valid form of verification.

4. Age: Automatically generated. The applicant's age is based on the DOB entered.

5. Selective Service Website: Click the website button to access the site and validate Selective Service Numbers, Social Security Numbers, etc.

6. Unconfirmed SSAN: *(Mandatory)* Enter the applicant's SSAN provided by the applicant.

7. Confirmed SSAN: *(Mandatory)* Entered from the applicant's social security card or other valid form of verification. Once this SSAN is entered on this form and saved, you cannot change the SSAN.

8. Race: *(Mandatory)* Select all applicable checkboxes; otherwise, select "Decline to Respond."

9. Ethnicity: *(Mandatory)* Click the LOV to select the applicant's ethnic group; e.g., Not Hispanic or Latino.

10. Religion: *(Mandatory)* Click the LOV to select the applicant's religious preference. The religious preference will be entered automatically in the field to the right of the LOV button.

11. Hair Color: *(Mandatory)* Click the drop-down menu button to select the applicant's hair color; e.g., Black.

12. Eye Color: *(Mandatory)* Click the drop-down menu button to select the applicant's eye color; e.g., Green.

13. Selective Service Registration Number: Enter a validated Selective Service Number for males born after 31 Dec 1959. **NOTE:** This can be validated at **www.sss.gov**

14. "Selective Service Exemption": If no Selective Service Number exists, enter the reason(s) for the applicant's legal exemption.

15. Once all questions have been answered click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.5 PIR Citizenship and Language Questions

Purpose: Allows you to verify the applicant's citizenship and to obtain information on any other languages spoken.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Citizenship and Language Questions*.

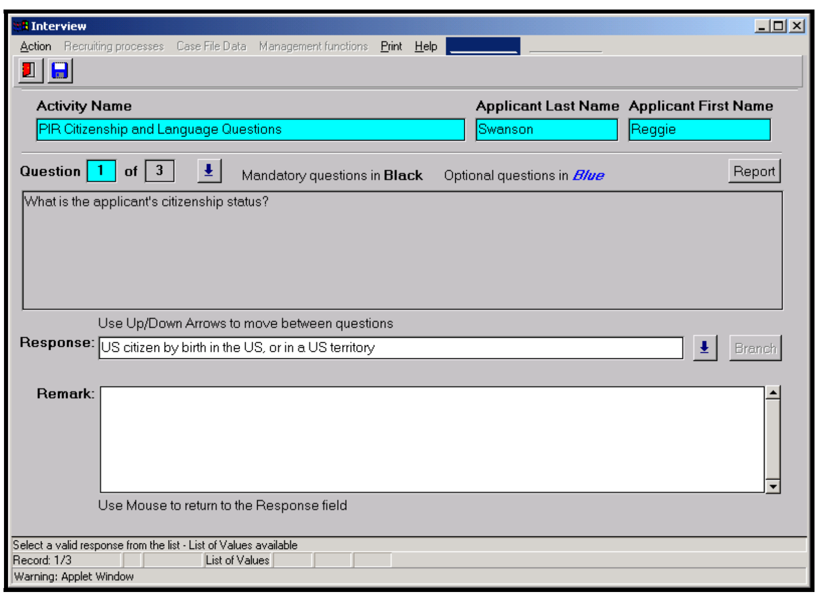


Figure 16-7, PIR Citizenship and Language Questions

2. This interview consists of three questions concerning applicant's citizenship status and which languages (other than English) in which the applicant is proficient in. Click the LOV to obtain a valid response or enter the applicant's response directly onto the form. If the applicant is not proficient in any language, then the response is <**NONE**>. Press the <**Tab**> key to navigate through the screen.

3. Once all three questions have been answered click the "Save" button to commit the responses, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.6 PIR Marital and Dependency Questions

Purpose: Allows you to collect the marital and dependency status information from the applicant.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Marital and Dependency Questions.*

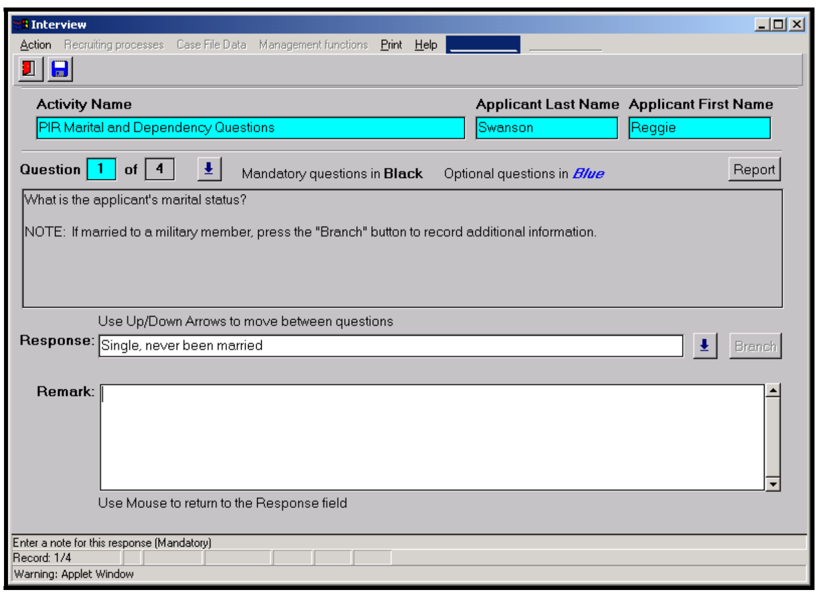


Figure 16-8, Marital and Dependency Screen

2. The interview consists of four questions addressing the applicant's marital status and the number of dependents he or she may have. Press the <**Tab**> key to commit the responses and to navigate to the next question.

3. Once all four questions have been answered, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.7 PIR Education Workflow

Purpose: Allows you to enter the education history of the applicant.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Education Interview Screen*.

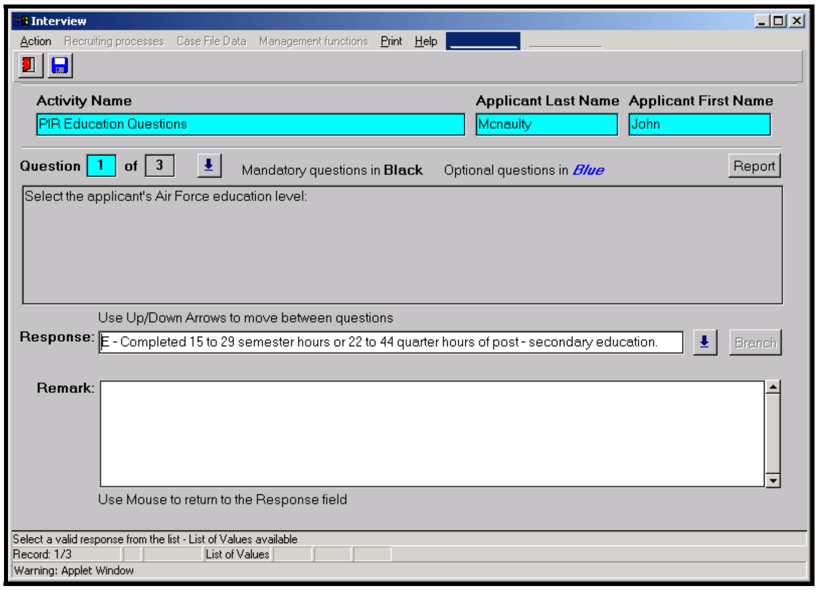


Figure 16-9, PIR Education Interview

2. This interview consists of three questions pertaining to the applicant's educational background.

3. For Question #1, click the LOV to select the applicant's Air Force Education Level and code and press the <**Tab**> key. The *Education History Screen* immediately displays prompting you to enter the locations where the applicant has attended high school and/or college.

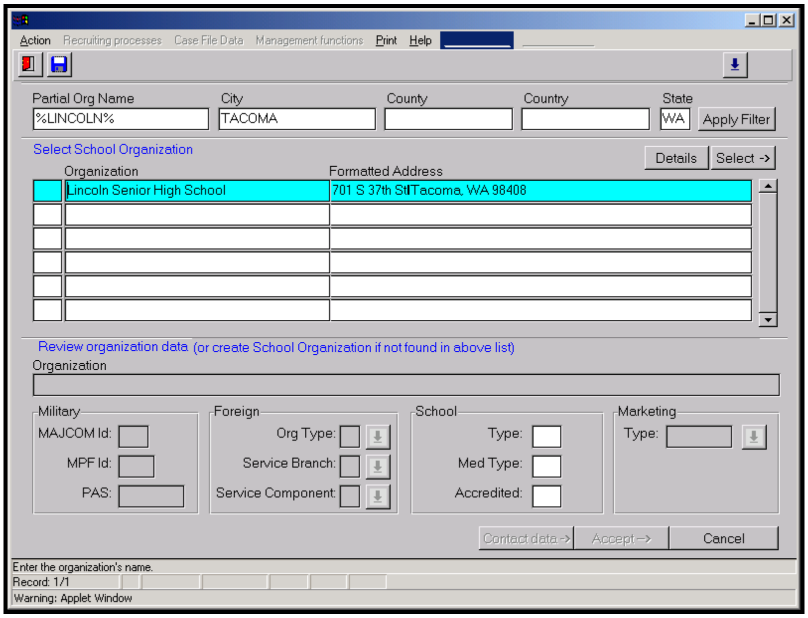


Figure 16-10, Select Organization Screen (Educational Institution)

NOTE: Data does not have to be entered in the **Partial Org. Name Block** to perform a query; however, not entering specifics will initiate an extensive search. You may use any combination of information to perform the query. The more information entered, the better the chance of the school, college or university being found in the database and the less time it will take for AFRISS to perform the query.

Parts of the Screen and Steps to Follow:

4. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the full or partial name of the educational institution. You can use the wildcard **%** to search for like names; e.g., %Lincoln%. Press the <**Tab**> key to move the cursor to the next field; otherwise, click the "Apply Filter" button.

5. City: *(Optional)* Enter the city where the educational institution is located. Again, use the wildcard; e.g., Tacoma, Tacom%, %Tacom%. Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary if you know the exact name of the city.

6. County: *(Optional)* Enter the county where the educational institution is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary if you know the exact name of the county.

7. Country: (*Optional)* Enter the country where the educational institution is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary of you know the exact name of the country.

8. State: Enter the state where the educational institution is located; e.g., WA, NY. Press the <**Tab**> key to move the cursor to the "Apply Filter" button.

9. "Apply Filter" button: Click this button to execute a query and display the response based on the information you provided.

10. Figure 16-10 is an example of a query for Lincoln Senior High School, Tacoma WA.

Select School Organization

11. Organization: Displays the organization name(s) from the query if found.

12. Formatted Address: Displays the organization's street address, city, state and ZIP code.

13. "Details" button: Allows you to view, and if applicable, update the organization info.

14. "Select" button: Allows you to select the highlighted organization and returns you to the *Education History Screen*. Any information you provided previously from the *Select Organization Screen* automatically generates.

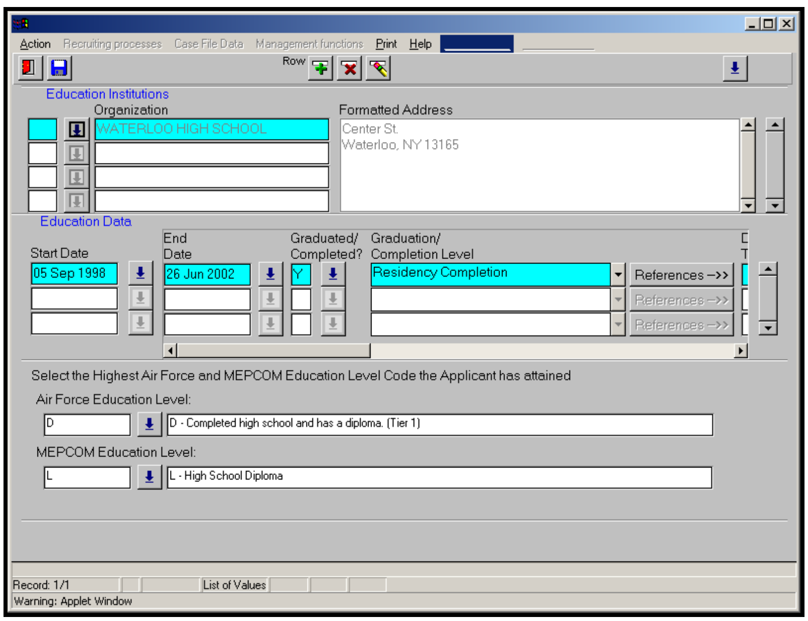


Figure 16-11, Education History Screen

Parts of the Screen and Steps to Follow:

NOTE: For all date references use the DD MMM YYYY format or click the LOV to select the date (AFRISS calendar).

Education Institutions Block

1. Organization: To enter another school/college, click the "Select Organization" button to the left of the field to navigate to the *Select Organization Screen* (see figure 16-10).

2. Formatted Address: Displays the address of the selected organization.

Education Data Block

3. Start Date: Enter the date the applicant started attending the selected school in the DD MMM YYYY format.

4. End Date: Enter the date the applicant last attended the selected school in the DD MMM YYYY format. For an applicant still attending the educational organization, enter the projected graduation date or last day of attendance.

5. Graduated/Completed? Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response.

6. Graduation/Completion Level: Click the drop-down menu button to select a completion level; e.g., High School Equivalency (GED), High School Diploma, Associate Degree.

7. "Reference" button: Click this button to navigate to the *Organization Reference Screen*. You do not need to enter the educational reference for the applicant since it is not required to complete the PIR.

8. Degree Title: If the applicant has graduated and holds an associates degree or higher, enter the degree title.

9. Major: If the selected educational organization is a college, click the drop-down menu button to select the major.

10. Minor: If the selected educational organization is a college, click the drop-down menu button to select the minor.

11. Air Force Education Level: Automatically displays once you answer Question #3 of the PIR Interview.

12. MEPCOM Education Level: Automatically displays if you answered Question #1 of the PIR Interview.

13. Once you have completed the *Education History Screen*, click the "Save" button, and then click the "Exit" button. You return to Questions #2 and #3 of the PIR Interview. Question #2 addresses the number of years of education successfully completed, and Question #3 (automatically generates) addresses the applicant's MEPCOM education level.

14. Once the "At Last Question" pop-up message displays, click the "OK" button to acknowledge the message.

15. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.8 Prior Service Workflow

Purpose: Allows you to collect data on the applicant's ROTC, Junior Reserve Officer Training Corps, Civil Air Patrol, Boy or Girl Scout Awards and PS data.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Prior Service Questions*.

NOTE: This interview contains two questions.

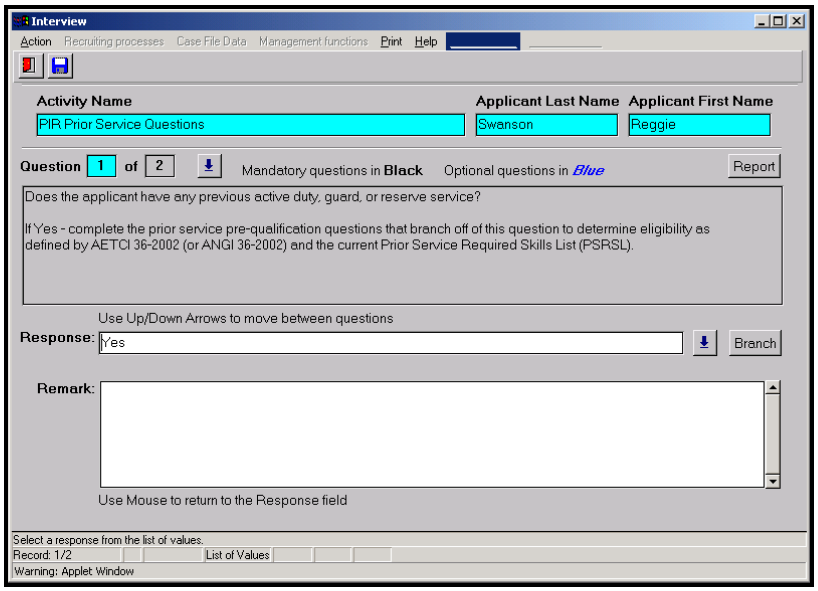


Figure 16-12, PIR Prior Service Interview Screen

2. For Question #1, enter <**Y**> (Yes) or <**N**> (No) otherwise, click the LOV to select your response. Press the <**TAB**> key after your response to display the *Prior Service Pre-Qualification Interview*.

NOTE: This interview contains 15 questions.

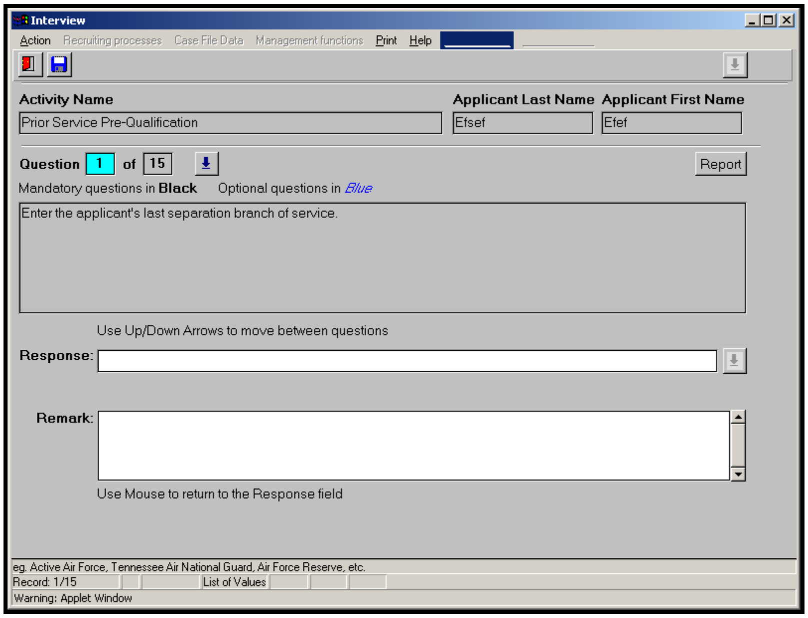


Figure 16- 13, Prior Service Pre-Qualification

3. Once you complete the *Pre-Qualification* interview, click the "Save" button, and then click the "Exit" button to return to question #2 of the *PIR Prior Service Questions Interview*.

4. Once you complete question #2 of the *PIR Prior Service Questions Interview*, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.9 Medical Prescreening (Parts 1-3)

Purpose: Allows you to collect the data required for medical prescreening and provides you with the ability to print the Defense Department (DD) Form 2807-2.

This interview contains three parts: Parts I and II contain 30 questions each, and Part 3 contains 33 questions.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display *the Medical Prescreening Part 1 Interview Screen*.

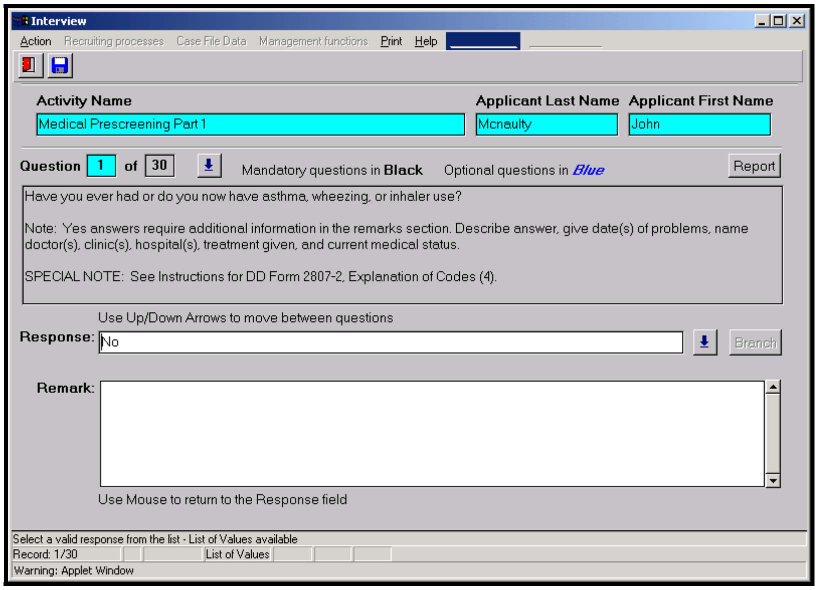


Figure 16-14, Medical Prescreening Interview

2. Read each question carefully. The majority of the questions require a <**Y**> (Yes) or <**N**> (No) response. Any "Yes" response requires you to enter comments describing the problem, give the age at the time of the problem, name of doctor and/or hospital where treated and the current status of the problem. Additionally, in Part 3, you are required to enter "None" in the Response field for some questions. After you complete each part, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

NOTE: If you enter any remarks, ensure your cursor is in the Response field to enable you to navigate to the next question.

3. Once all questions in the three parts have been answered and all additional information provided, click the "Save" button to commit the responses. Then, click the "Exit" button to return to the *Workflow Select Screen*.

16.10 United States (US) Military Entrance Processing Command (MEPCOM) 714a Workflow

Purpose: Allows you to collect the data required for the medical prescreening on the second page of the USMEPCOM 714a; however, if this workflow is not required, you may make the determination to skip it.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *USMEPCOM 714a Interview*.

NOTE: This interview contains two questions.

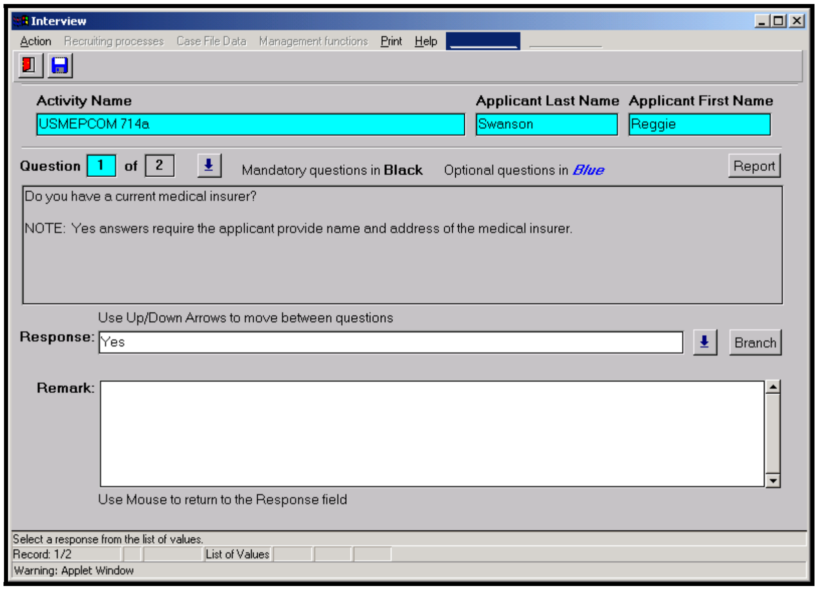


Figure 16-15, USMEPCOM 714a

2. Question #1: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), press the <**Tab**> key to navigate to Question #2. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *SUB Medical Insurer Interview*.

NOTE: This interview contains two questions.

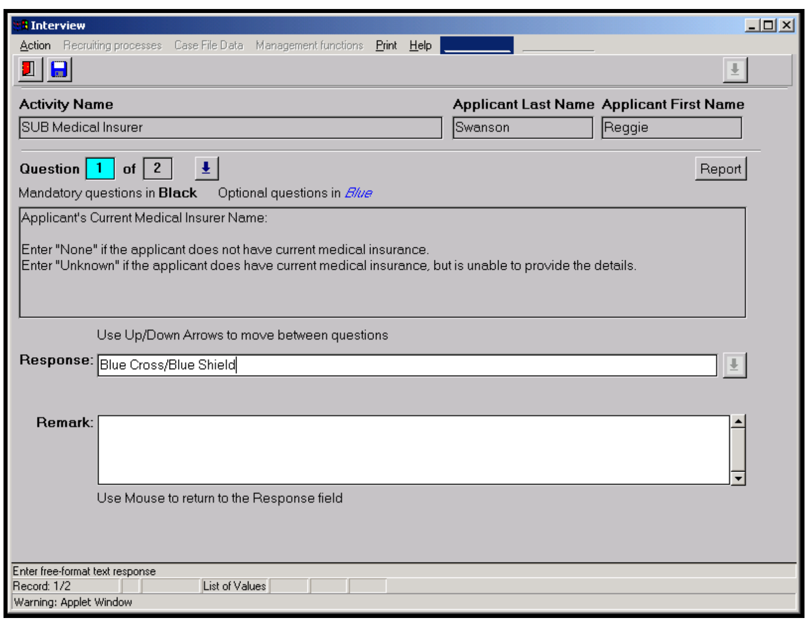


Figure 16-16, SUB Medical Insurer Interview

3. Question #1: Enter the name of the applicant's medical insurer, if known; otherwise enter<**NONE**>, and then press the <**Tab**> key to navigate to Question #2 of this interview.

4. Question #2: *(Optional)* Enter the medical insurer's address, if known, and then press the <**Tab**> key. When the message displays "At Last Question," click the "OK" button to acknowledge the message.

5. Click the "Save" button, and then click the "Exit" button to return to the *USMEPCOM 714a Interview* (Question #2).

6. Question #2: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *SUB Medical Insurer Interview*.

NOTE: This interview contains two questions.

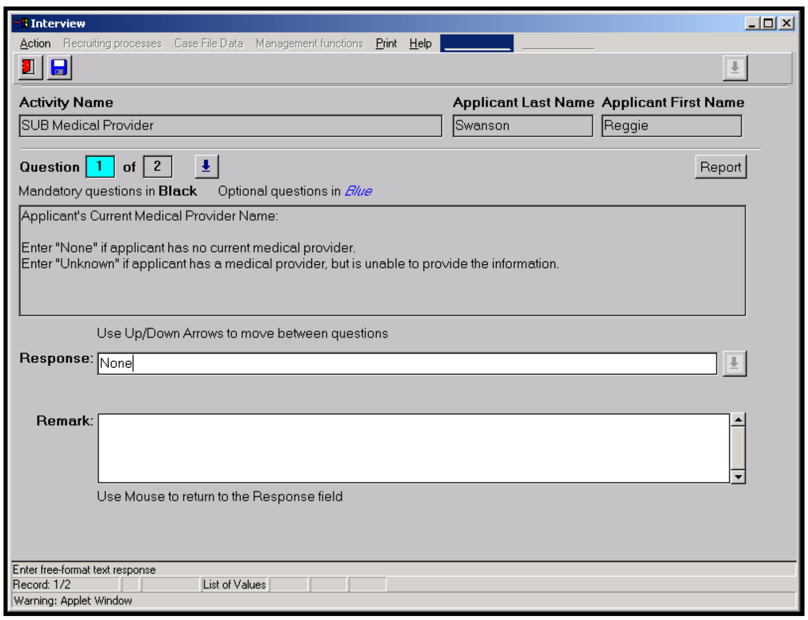


Figure 16- 17, SUB Medical Provider Interview

7. Question #1: Enter the name of the applicant's medical provider, if known; otherwise enter<**NONE**>, and then press the <**Tab**> key to navigate to Question #2 of this interview.

8. Question #2: *(Optional)* Enter the medical provider's address, if known, and then press the <**Tab**> key. A message displays "At Last Question." Click the "OK" button to acknowledge the message and return to the *USMEPCOM 714a Interview*.

9. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.11 PIR Drug Question Workflow

Purpose: Allows you to collect the information on the applicant's illegal drug use.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Drug Question*.

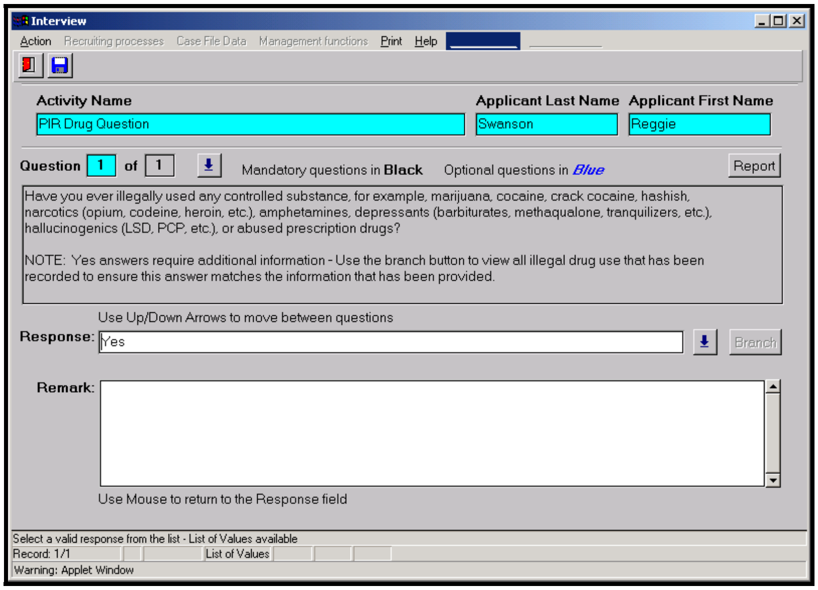


Figure 16-18, PIR Drug Question

2. Enter <**Y**> (Yes) or <**N**> (No); If <**N**>, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *Drug Use Screen* to document the applicant's involvement with illegal drugs.

Purpose: Allows you to document an applicant's illegal drug use.

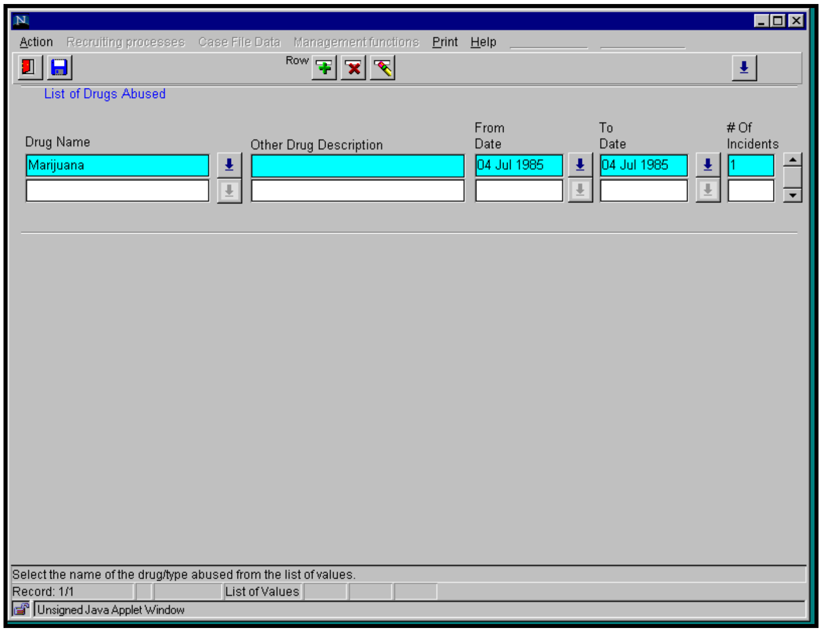


Figure 16-19, Drug Use Screen

Parts of the Screen and Steps to Follow:

List of Drugs Abused Block

3. Drug Name: Enter the name of the drug and press the <**Tab**> key; otherwise, click the LOV to select the name of the drug.

4. Other Drug Description: If you enter "Other" in the Drug Name field, you must describe the drug specifically.

5. From Date: Enter the date the applicant began using the selected drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. To Date: Enter the date the applicant last used the drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. # Of Incidents: Enter the number of times the applicant used the selected drug.

8. Once the information is entered, click the "Save" button, and then click the "Exit" button. A message displays "At Last Question." Click the "OK" button to acknowledge the message and return to the *PIR Drug Question.*

9. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.12 PIR Law Violations Workflow

Purpose: Allows you to record answers to questions concerning law violations and civil court involvement.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Law Violation Questions.*

NOTE: This interview contains two questions.

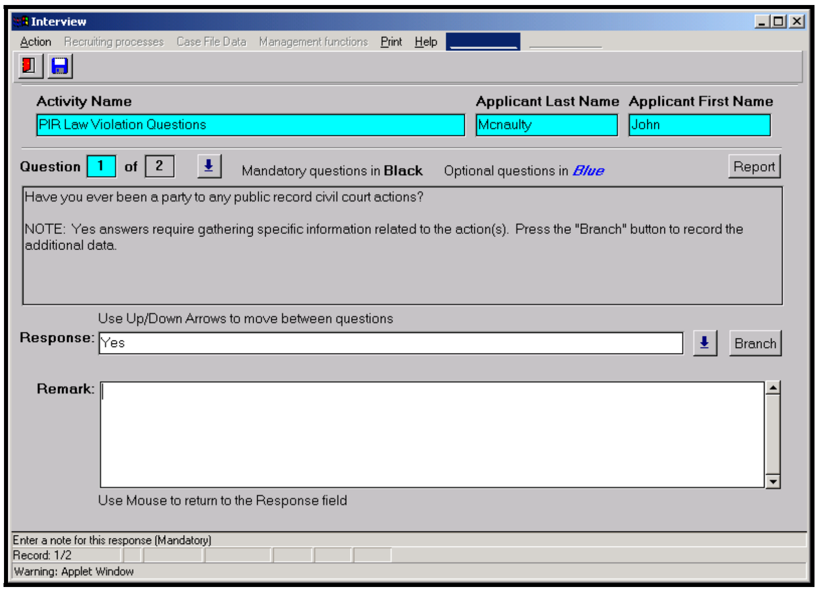


Figure 16-20, PIR Law Violation Questions

2. Enter <**Y**> (Yes) or <**N**> (No). If <**N**>, press the <**Tab**> key to navigate to Question #2. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to display the *Financial and Civil Courts Action Screen*.

NOTE: A civil court action would be where both the plaintiff and defendant is an individual or corporation. Additionally, there is no government; city, state, federal, etc., involvement in the case and the outcome in the case is not punitive in nature.

16.12.1 Financial and Civil Court Actions Screen

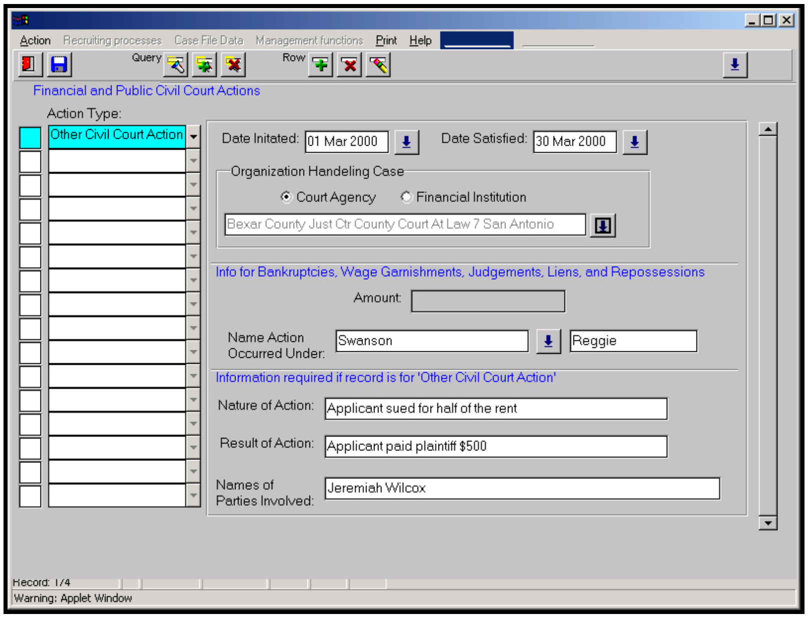


Figure 16-21, Financial and Civil Court Actions Screen

Parts of the Screen and Steps to Follow:

Financial and Public Civil Court Action Block

1. Action Type: Click the drop-down menu button to select the action type; e.g., bankruptcy, wages garnished, judgment, lien, repossession and other civil court actions. The only choice you should make is "Other Civil Court Actions." The others are addressed when you collect the financial data on the applicant, if needed.

2. Date Initiated: Enter the date the action was initiated in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

3. Date Satisfied: Enter the date the action was satisfied in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). If the action is still open, leave blank.

4. Organization Handling Case: Click the appropriate radio button to select the type of organization; e.g., Court Agency or Financial Institution. Then, click the "Select Organization" button. (See Selecting an Organization.)

Information for Bankruptcies, Wage Garnishments, Judgments, Liens, and Repossessions Block

NOTE: This information is not required for other Civil Court Actions.

5. Amount: Enter the amount without commas; e.g., $5000.

6. Name Action Occurred Under: Click the LOV to make your selection, and then click the “OK” button.

Information Required if Record is for Other Civil Court Action Block

7. Nature of Action: Enter the nature of the action; e.g., applicant sued for not paying his half of the rent.

8. Results of Action: Enter the outcome of the action; e.g., applicant had to pay the plaintiff $500.

9. Names of Parties Involved: Enter the names of the people and/or companies involved in the action; e.g., Jeremiah Wilcox.

10. Once you enter the information, click the “Save” button, and then click the “Exit” button to return to the *PIR Law Violation Questions (Question #2 of #2)*.

NOTE: You must include all traffic and parking citations.

11. Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*. If you enter <**Y**> or select your response using the LOV press the <**Tab**> key to automatically display the *Law Violations Screen*.

16.12.2 Law Violations Screen

Purpose: Allows you to collect specific data on the applicant’s law violation history.

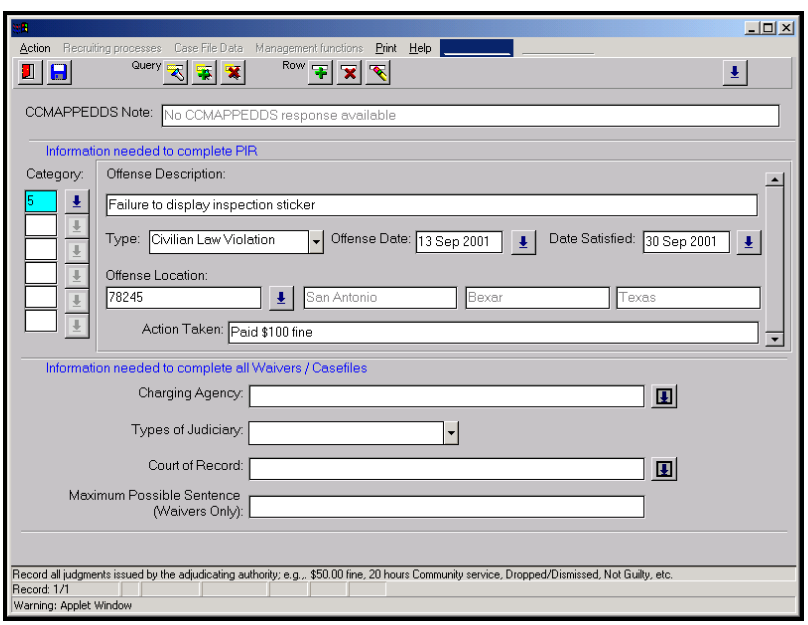


Figure 16-22, Law Violations Screen

Parts of the Screen and Steps to Follow:

1. CCMAPPEDDS Note: *(View Only)* Displays the comments made when the Pre-qualification Interview was completed to remind you of any law violations the applicant indicated when the Pre-qualification Interview was accomplished.

Information needed to complete PIR Block

NOTE: Since this is the only information required to complete the PIR, only this part of the screen is discussed.

2. Category: Click the LOV to select the category and the offense class; e.g., (5) Failure to Signal. Click the "OK" button.

3. Offense Description: Displays the specific information from the selected offense from the *List of Values Screen*. If you choose an "Other" law violation, you must enter the Offense Description for the specific law violation for which the applicant indicated.

4. Type: Click the drop-down menu button to select what type of law violation the applicant was charged with; e.g., Civilian Law Violation.

5. Offense Date: Enter the date the applicant was charged with the offense.

6. Date Satisfied: Enter the date the applicant took care of the charge; e.g., the date the suspension ended, the date community service was completed, the date the fine was paid, the date probation ended. **NOTE:** Leave blank if the violation has not been satisfied and is still open.

7. Offense Location: Enter the city or ZIP code where the law violations occurred, and then press the <**Tab**> key. Click the LOV to select the specific ZIP code and city.

8. Action Taken: Enter what had or has to be done to satisfy the law violation; e.g., Paid $100 fine.

9. Once this information is entered, click the "Save" button, and then click the "Exit" button to return to the *Law Violation Interview*. A message displays "At Last Question." Click the "OK" button to acknowledge the message.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.13 Voter Registration Assistance Workflow

Purpose: Allows you to document voter registration assistance attempts.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Voter Registration Assistance Interview*.

NOTE: This interview contains one question.

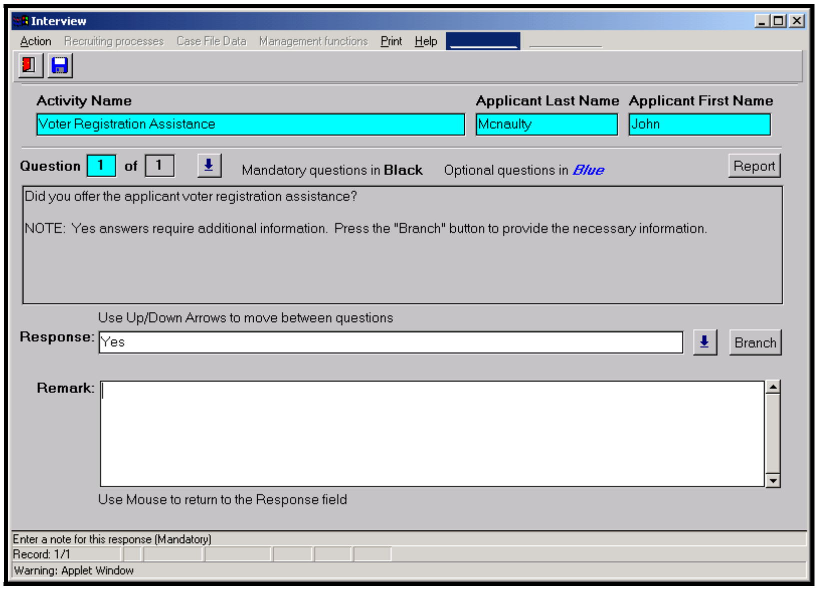


Figure 16-23, Voter Registration Assistance Interview

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select a response. The valid responses are "No," "Yes" and "Not Age Qualified for Voter Registration."

3. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *Sub Additional Motor Voter Interview* containing two questions.

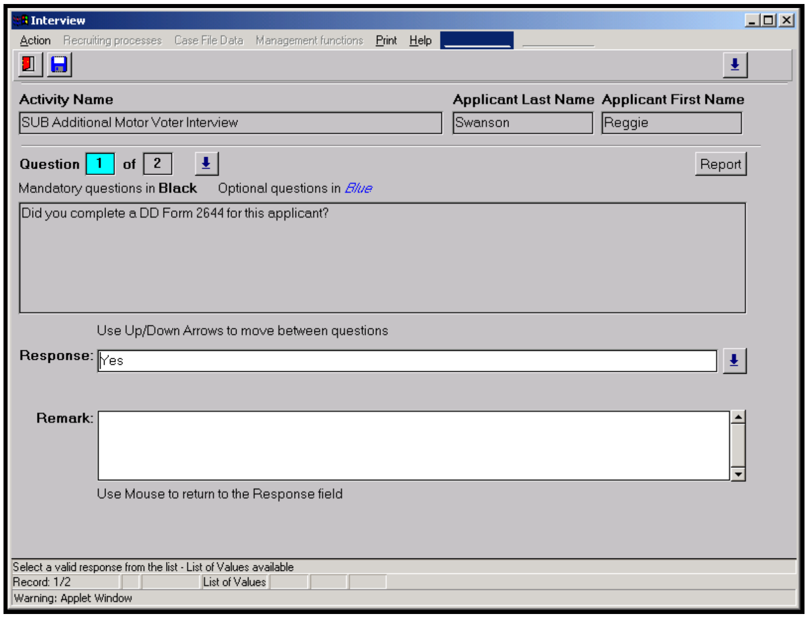


Figure 16-24, SUB Additional Motor Voter Interview

4. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Press the <**Tab**> key to navigate to the next question.

5. Once both questions are answered, a message displays "At Last Question." Click the "OK" button to acknowledge the message.

6. Click the "Save" button, and then click the "Exit" button to return to the *Voter Registration Assistance Screen*. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.14 Verify and Suspense Documents Workflow

Purpose: Allows you to verify and suspense the applicant's driver's license, SSAN and other document information. You may also use it to suspense other documents required to process the applicant for entry into the Air Force.

NOTE: Any level may view suspenses. You (as a recruiter) can set a suspense, but you or anyone above your level can close it. A MEPS can set a suspense; however, only MEPS or OPS can close that suspense. Job Bank can set a suspense for PS applicants and only the Job Bank can close it.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Documents Screen*.

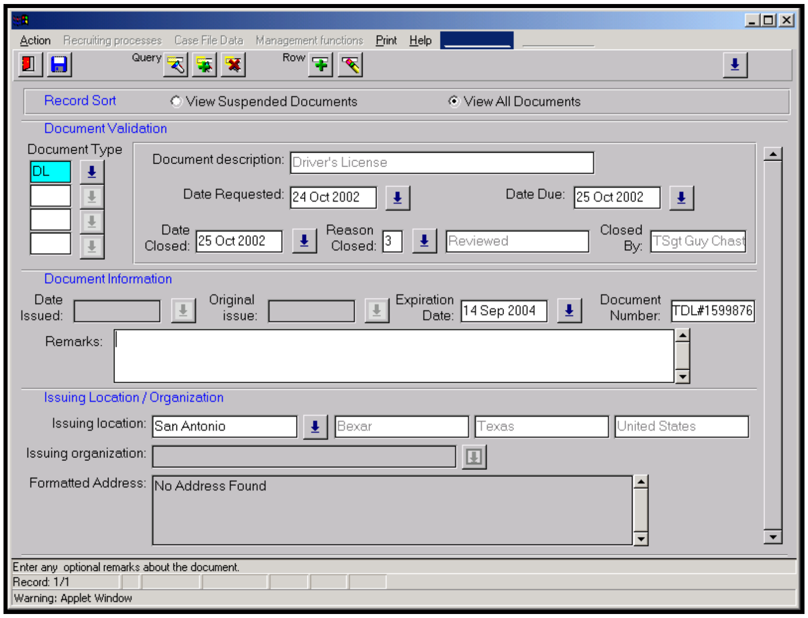


Figure 16-25, Verify and Suspense Documents Screen

Parts of the Screen and Steps to Follow:

Record Sort Block

This block contains two radio buttons you can select to filter what documents are displayed.

2. "<u>View Suspended Documents</u>": Click this radio button to display open documents.

3. "<u>View All Documents</u>": Click this radio button to display all documents.

Document Validation Block

4. <u>Document Type</u>: Click your cursor in the box to the left of the LOV, and then click the LOV. Click (highlight) your choice; e.g., Driver's License, and then click the "OK" button.

5. <u>Document Description</u>: Displays the name of the document verified or suspended.

6. <u>Date Requested</u>: Displays the current date (indicates the verification or suspension was entered into AFRISS); however, you may change the date (DD MMM YYYY format).

7. <u>Date Due</u>: Enter the date the document is suspended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

8. <u>Date Closed</u>: Enter the date the document was verified in the DD MMM YYYY format; otherwise click the LOV to select the date (AFRISS calendar).

9. Reason Closed: Click the LOV to select the reason closed; e.g., 2 (Requirement Canceled) or 3 (Reviewed).

10. Closed By: Displays the individual who closed the document suspense.

Document Information Block

The fields in this block are white if the information is required for the selected document. In all cases where dates are called, use the DD MMM YYYY format.

11. Date Issued: Enter the date the document was issued to the applicant.

12. Original Issue: Enter the date of original issue.

13. Expiration Date: Enter the date the document expires.

14. Document Number: Enter the document number; e.g., TDL#599076.

Issuing Location/Organization Block

The fields in this block are white if the information is required for the selected document.

15. Issuing Location: Enter the ZIP code or city of the location the document was issued to the applicant, and then click the LOV. Click (highlight) your selection, and then click the "OK" button.

16. Issuing Organization: Click the button to the right of the field to navigate to the *Select Organization Screen* (see section 16.7 for instructions) to query for an organization.

17. Formatted Address: Displays the address of the issuing organization.

18. Click the "Save" button, and then click the "Exit" button.

16.15 Enlisted Program Films Workflow

Purpose: Allows you to document what films the applicant has watched prior to MEPS processing.

NOTE: This interview contains three questions.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Enlisted Programs Films Interview*.

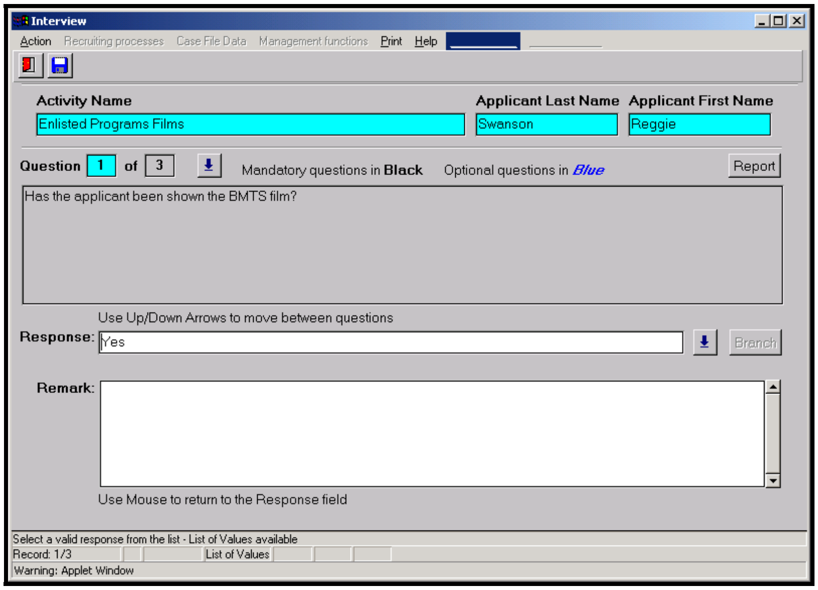


Figure 16-26, Enlisted Programs Films Interview

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select the response. Use the <**Tab**> key to navigate through the screen.

3. Once you enter the response for Question #3, press the <**Tab**> key. A message displays "At Last Question." Click the "OK" button to acknowledge the message.

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.16 Application Preferences Workflow

Purpose: Allows you to enter the applicant's availability dates, authorized pay grade and reason, and pre-approach remarks.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Application Preferences Screen*.

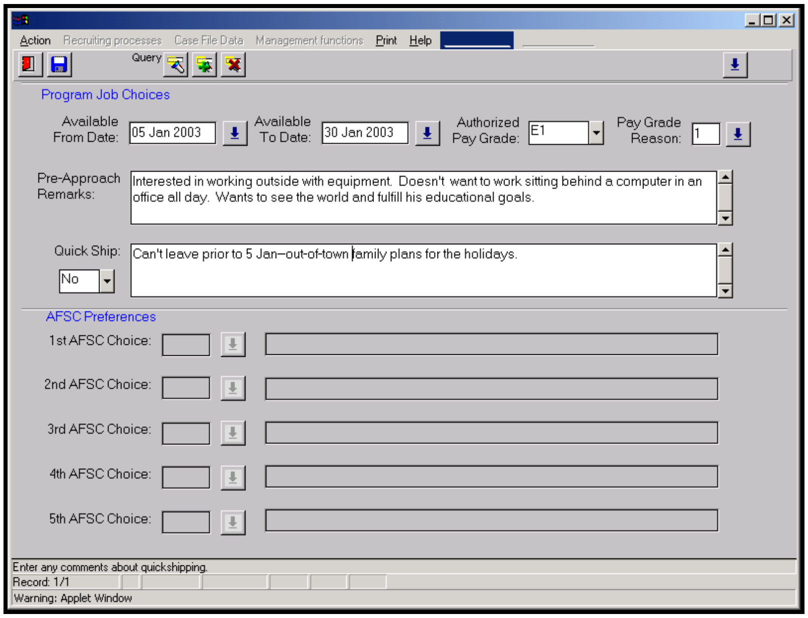


Figure 16-27, Application Preferences Screen

NOTE: The EA recruiter is only able to enter information in the **Application Preference Block**.

Parts of the Screen and Steps to Follow:

Application Preference Block

2. Available From Date: Enter the earliest date the applicant is available to leave for Basic Military Training (BMT) in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

3. Available To Date: Enter the latest date the applicant wants to leave for BMT in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

4. Authorized Pay Grade: Click the drop-down menu button to select the authorized pay grade for which the applicant can enter the Air Force; e.g., E-1.

5. Pay Grade Reason: Click the drop-down menu button to select the reason the applicant is authorized to enter the Air Force at the authorized pay grade.

6. Pre-Approach Remarks: Enter information to assist the MEPS LNCOs in booking the applicant for a job. Useful information would be why the applicant is joining the Air Force. What benefits they want to take advantage of. Does the applicant want a job where he or she can work inside or outside? Does the applicant want to work with people or equipment? What does the applicant not want to do in the Air Force? (See figure 16-26.)

NOTE: You do not want to put anything in the Pre-Approach Remarks field the applicant shouldn't see as it is printed on the AETC Form 1371.

7. Quick Ship: Click the LOV to select your response. If the response is “Yes” then you must enter remarks. The remarks should indicate the applicant has been briefed on the requirements for quick shipping, a telephone number where the applicant can be reached if a quick ship position is available, how much notice is required by the applicant for a quick ship and how long it would take the applicant to get to MEPS.

8. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

16.17 Designate MEPS

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Designate MEPS Screen*.

2. See section 16.1 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

16.18 Memorandum

Purpose: Allows you to determine an applicant’s qualifications prior to initiating further processing actions. All data for PIR should be complete.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Memorandum Workflow*.

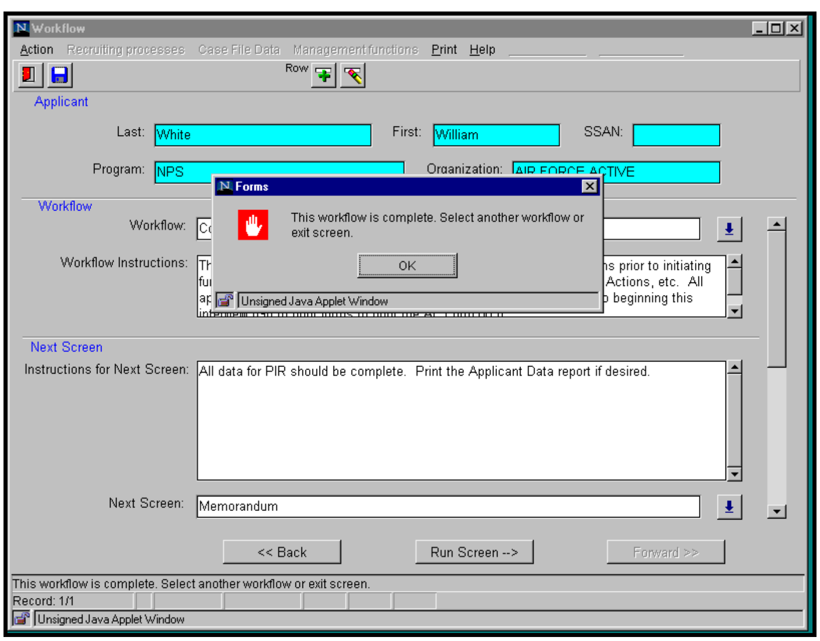


Figure 16-28, Memorandum Run Screen Results Screen

2. If all questions have been completed, a message displays (see figure 16-27 above). Click the "OK" button to return to the *Workflow Select Screen*. Once the PIR is complete, click the LOV to the right of the Workflow field to choose another workflow; e.g., Credit Check Workflow, Complete: Enlisted Programs Case File. Only you know what data you must gather.

17.0 CREDIT CHECK WORKFLOW

Purpose: Allows you to answer questions referencing the applicant's financial responsibility.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Credit Check Interview Screen*.

NOTE: This interview contains ten questions.

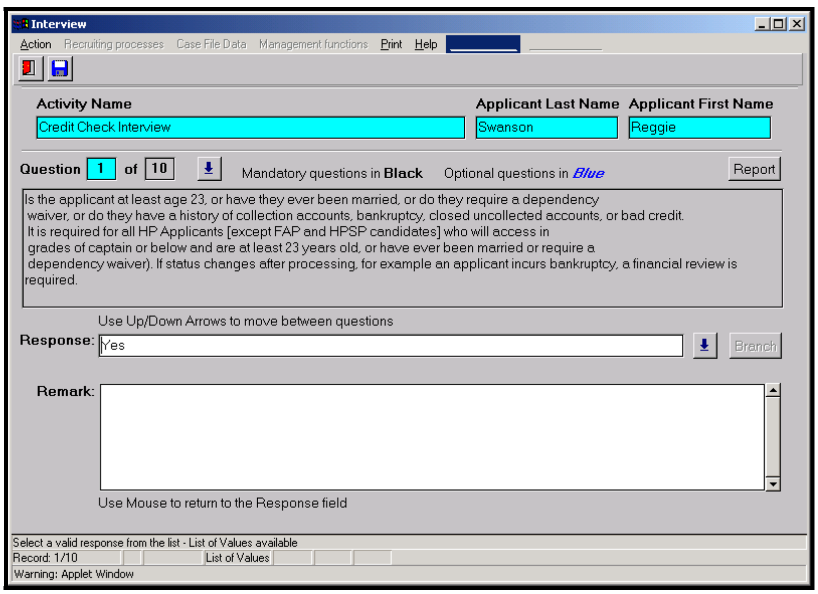


Figure 17-1, Credit Check Interview Screen

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *Financial Data Screen* to collect the applicant's financial information.

17.1 Financial Data Screen

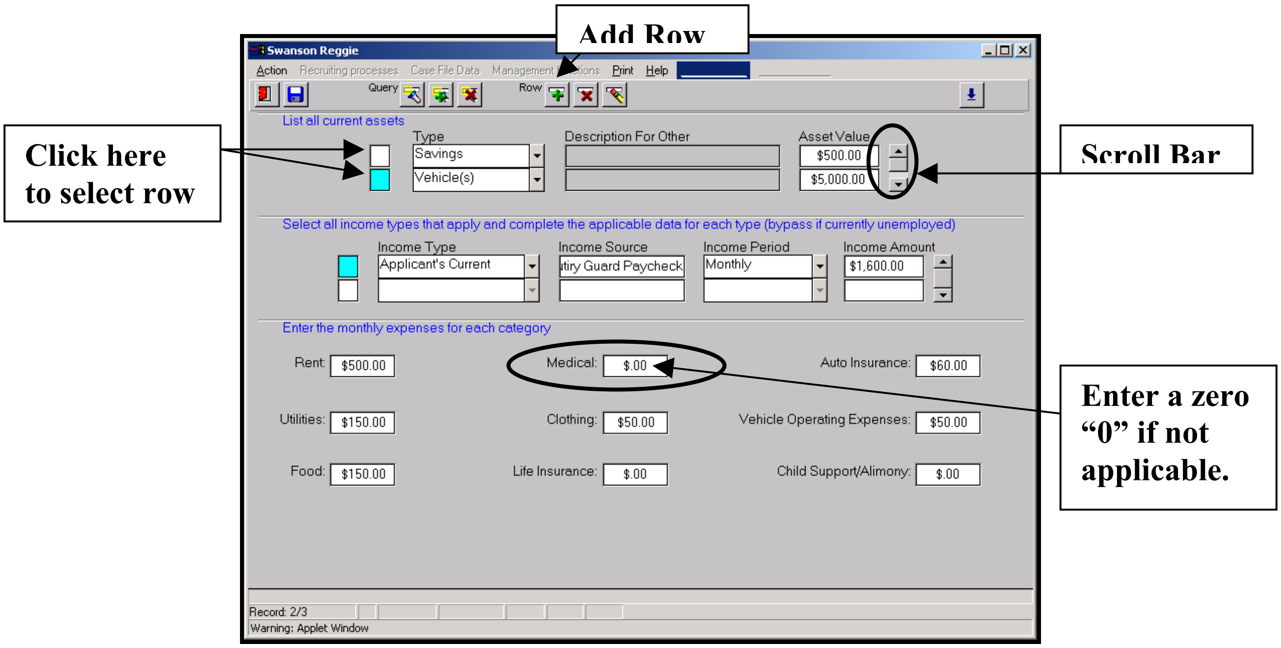


Figure 17-2, Financial Data Screen

Purpose: Allows you to collect the applicant's financial information--assets owned by the applicant, income and monthly expenses.

Parts of the Screen and Steps to Follow:

NOTE: Review figure 17-2 above. The block to the left of the Type field allows you to select the row. The scroll bar to the right of the screen splits if there is more information than can be displayed in the two visible rows. Use the mouse to navigate the screen or press the <**Tab**> key.

List the Applicant's Current Assets Block

1. Type: Click the drop-down menu button to select the asset type; e.g., Savings.

2. Description: If you select a type "Other Asset," enter a description of the asset in the Description field.

3. Asset Value: Enter an estimated value of the asset; e.g., 500.

4. You are prompted to enter another asset. If you don't have additional assets to enter, place the cursor in the block to the left of the Income Type field. If you need to note additional assets, click your cursor in the box to the left of the Type field, and then click the "Add Row" button (see figure 17-2) to create a blank row.

Select All Income Types that Apply Block

5. Income Type: Click the drop-down menu button to select the valid income type; e.g., Applicant's Current.

6. Income Source: Enter the income source; e.g., Texaco Paycheck, J&K Plumbing Paycheck, Welfare Check.

7. Income Period: Click the drop-down menu button to select the valid income period; e.g., Monthly.

8. Income Amount: Enter the amount of income received during the time period; e.g., $1100.00, or $6.35. After you enter the income amount, press the <**Tab**> key to move the cursor to the next row. If there is no additional income to report, use the mouse to move the cursor to the Rent field in the **Monthly Expenses Block**.

Enter the Monthly Expenses for Each Category Block

9. Rent: Enter the applicant's monthly rent payment. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

10. Medical: Enter the applicant's monthly medical expenses. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

11. Auto Insurance: Enter the applicant's monthly auto insurance payment. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

12. Utilities: Enter the applicant's monthly utilities expenses. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

13. Clothing: Enter the applicant's monthly clothing expenses. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

14. Vehicle Operating Expense: Enter the applicant's monthly vehicle operating expenses. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

15. Food: Enter the applicant's monthly food expenses. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

16. Life Insurance: Enter the applicant's monthly life insurance payment. If the amount is "none," enter <**0**>. Press the <**Tab**> key to move to the next field.

17. Child Support/Alimony: Enter the applicant's monthly child support and/or alimony payment. If the amount is "none," enter <**0**>.

18. Once all of the financial data is collected, click the "Save" button, and then click the "Exit" button to navigate back to Question #2 of the Credit Check Interview.

19. Questions #5-#8 require a <**Y**> (Yes) or <**N**> (No) response. If you enter <**Y**>, or use the LOV to select your response, press the <**TAB**> key to navigate to the *Financial and Civil Courts Actions Screen*.

17.2 Financial and Civil Court Actions Screen

1. See section 16.12.1 for completion instructions.

2. Once all information has been provided for the *Financial and Civil Courts Actions Screen*, click the "Save" button, and then click the "Exit" button to navigate to Question #9 of #10.

3. Question #9 of #10, if the applicant is currently unemployed: enter the applicant's last income, last employer and termination date; e.g., $500.00/Month–Joe's Garage, 02 Aug 1999. This is an optional question, but the information should be entered if the applicant is currently unemployed.

4. Question #10 of #10, if the enlistment is approved: If the applicant has an anticipated income source, enter the information; e.g., $50.00/month from stock options, $150.00 for child support from first marriage. This is an optional question, but the information should be entered if the applicant is currently unemployed.

5. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.3 Applicant Financial Data Workflow

Purpose: Allows you to verify the applicant's financial information (populated with information collected during the Credit Check Interview)--assets owned by the applicant, income and monthly expenses.

1. From the *Workflow Select Screen*, click the "Run Screen" button to start the interview process.

2. See section 17.1 for completion instructions.

3. If the applicant listed additional assets, place the cursor in the block to the left of the <u>Income Type</u> field and click to highlight the selection.

4. Once all of the data has been entered, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.4 Consumer and Personal Debts Workflow

Purpose: Allows you to gather current debt information on the applicant and the applicant's spouse.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Consumer and Personal Debts Screen*.

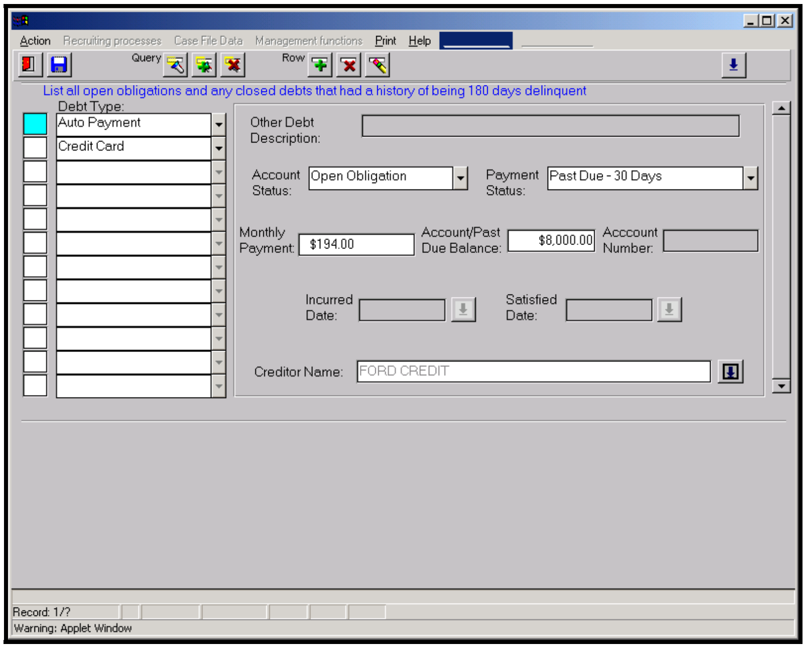


Figure 17-3, Consumer and Personal Debts Screen

Parts of the Screen and Steps to Follow:

NOTE: You can select a row by placing the mouse cursor in the box to the left of the Debt Type field and clicking the left mouse button. The box is highlighted if row is selected.

2. Debt Type: Click the drop-down menu button to select the debt type; e.g., Auto Payment.

3. Other Debt Description: If the debt type is "Other Type Debt," enter a description or type of loan in this field. Other Type Debt would be debts that don't fall into the other categories; e.g., student loans.

4. Account Status: Click the drop-down menu button to select the account status; e.g., open obligation or closed debt. You should collect data on closed debts with a history of being over 180 days delinquent.

5. Payment Status: Click the drop-down menu button to select the payment status; e.g., Current, Past Due–30 days, Past Due–60 days, Past Due–90 days and Past–Due 180 days.

6. Monthly Payment: For open obligations, enter the applicant's minimum monthly payment for the account; e.g., 194.

7. Account Balance: For open obligations, enter the balance remaining on the account; e.g., 8000.

8. Account Number: For open obligations and closed debts with a payment status of past due over 90 days, enter the account number of the debt.

9. Incurred Date: For a debt delinquent more than 90 days, enter the date the delinquency occurred.

10. Satisfied Date: For a debt delinquent more than 90 days, enter the date the applicant satisfied the delinquency. If the debt is still delinquent, leave this field blank.

11. Creditor Name: For an organizational creditor type, click the "Select Organization" button. (See Selecting an Organization.)

12. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.5 Relatives and Associates Workflow Screen

Purpose: Allows you to record the current spouse's data for the credit check.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

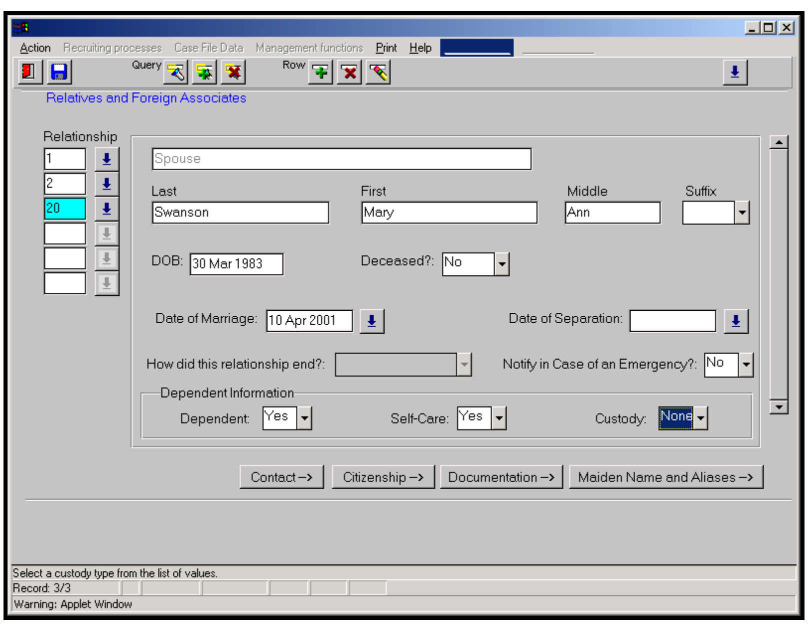


Figure 17-4, Relatives and Associates Screen

Parts of the Screen and Steps to Follow:

2. Relationship: Enter <**20**> to indicate the response is for the spouse; otherwise, click the LOV to make your selection.

3. Last: Enter the spouse's last name; e.g., Swanson.

4. First: Enter the spouse's first name; e.g., Mary.

5. Middle: Enter the spouse's middle name; e.g., Ann. If the spouse does not have a middle name, enter **NMN**.

6. Suffix: Click the drop-down menu button to select the suffix, if applicable. If none, leave blank.

7. DOB: Enter the spouse's DOB in the DD MMM YYYY format.

8. Deceased: Click the drop-down menu button to select "Yes" or "No."

9. Date of Marriage: Enter the date of marriage in the DD MMM YYYY format; e.g., 10 Apr 2001; otherwise, click the LOV to select the date (AFRISS calendar).

10. Date of Separation: Enter the separation date in the DD MMM YYYY format, if applicable.

11. How did your relationship end? Click the drop-down menu button to make your selection.

12. Notify in case of emergency? Click the drop-down menu button to select "Yes" or "No."

13. Dependent: Click the drop-down menu button to make your selection. This should be "Yes" for a spouse.

14. Self-Care: Click the drop-down menu button to select "Yes" or "No." **NOTE:** This should be answered "Yes" for a dependent under age 18.

15. Custody: Click the drop-down menu button to select a response: e.g., Sole, Joint or None.

The Contact Button

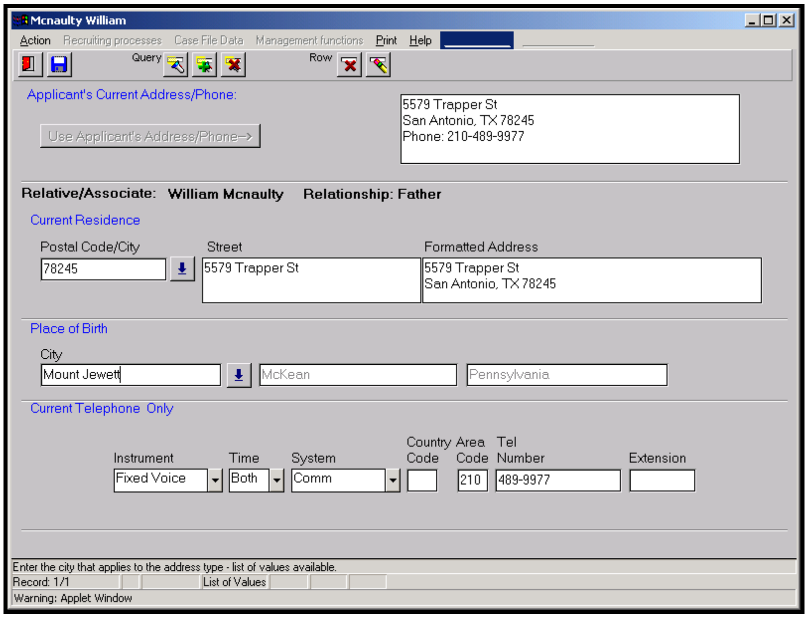


Figure 17-5, Contact Data (Relative and Associate)

The Citizenship Button
Not required for a Credit Check

The Documentation Button
Not required for a Credit Check

The Maiden Name and Aliases Buttons
Not required for a Credit Check

16. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

17.6 Enlisted Application Preferences

Purpose: Verify the applicant's availability dates, authorized pay grade and reason, and pre-approach remarks.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Enlisted Application Preferences Screen.* (See section 16.16 for completion instructions.)

2. Review the information and make any necessary changes.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

18.0 RECORD ACTIONS (WAIVERS/DETERMINATIONS)

Purpose: Forward waivers/determinations to higher levels of responsibility.

NOTE: These waivers/determinations workflows must be completed prior to Record Actions being worked.

For our example, we will use Credit Check.

1. From the *Workflow Select Screen*, click the LOV to the right of the Workflow field to select the desired workflow; e.g., Special: Credit Check, and then click the "OK" button. Click the "Run Screen" button to display the *Credit Check Interview*. (See section 17.0 for completion instructions, if required). The last screen within the Credit Check Workflow is the *Record Actions Screen*.

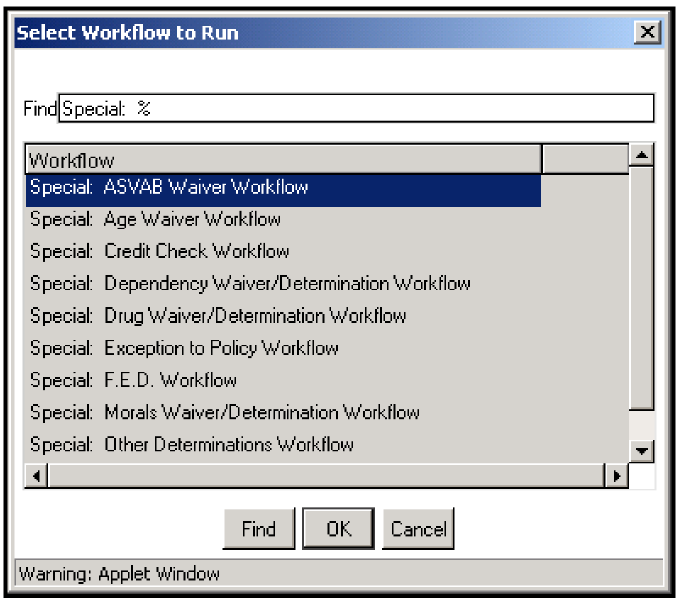


Figure 18-1, List of Values (Workflow Selections)

2. Click (highlight) your desired selection; e.g., Credit Check, and then click the "OK" button

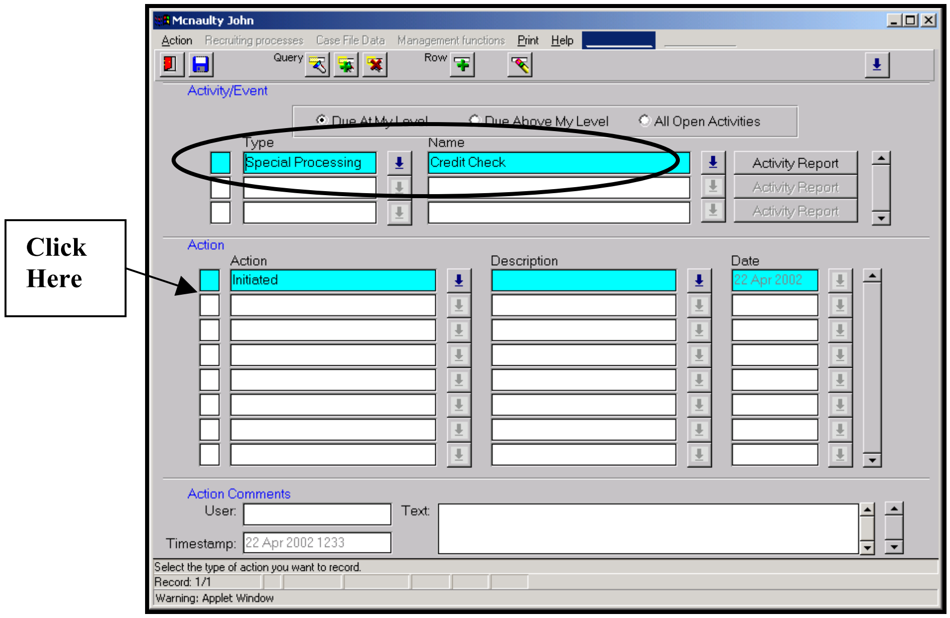


Figure 18-2, Record Actions Screen (Special Processing: Credit Check)

3. You must send the credit check to squadron OPS. To perform this action, click your cursor in the field to the left of the Action field below the last entry "Initiated." A drop-down menu displays with two selections: "Canceled" or "Forwarded to Squadron Operations." Click "Forwarded to Squadron Operations," and then click the "OK" button to display the entry on the screen below.

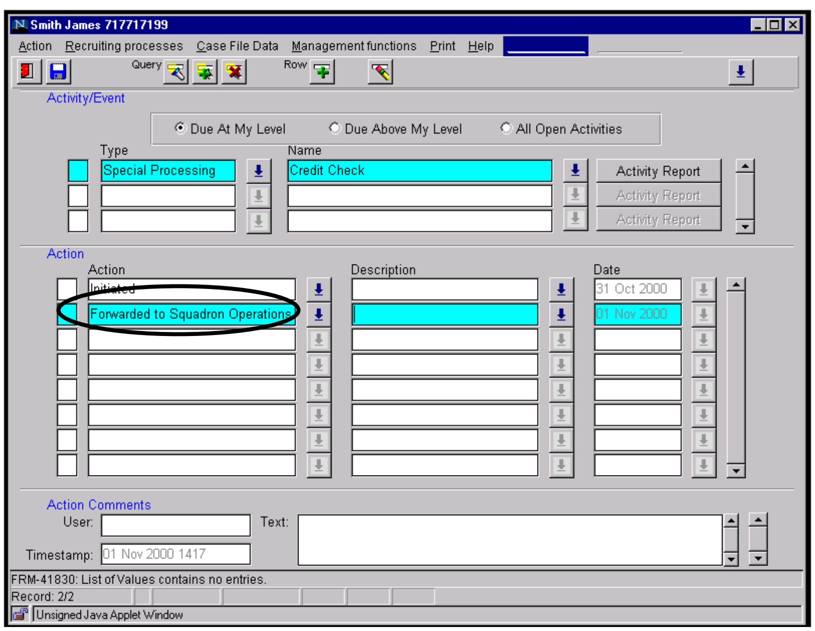


Figure 18-3, Record Actions Screen (Forwarded to Squadron Operations)

4. The cursor will be in the Description field. Press the <**Tab**> key to display the Remarks Editor Box for you to enter the comments relevant to the applicant's credit check. (See figure 18-4).

5. Once you enter comments, click the "OK" button. The comments display in the Text field.

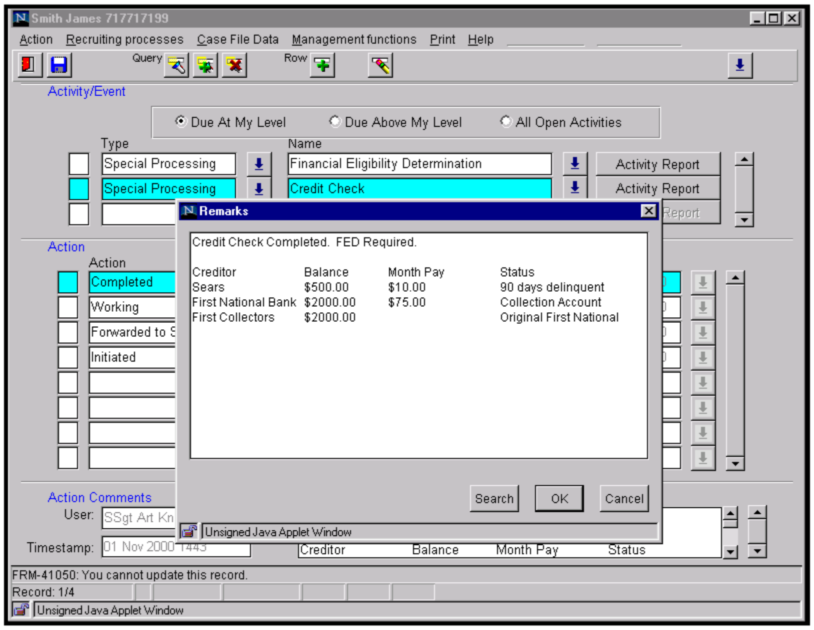


Figure 18-4, Remarks Editor Box

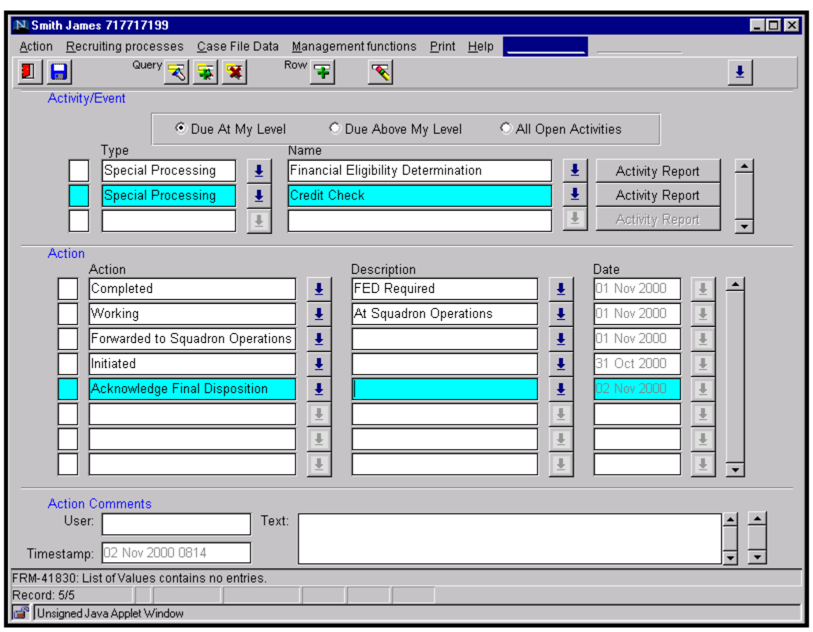


Figure 18-5, Record Actions Screen (Acknowledge Final Disposition)

6. The cursor will now be in the Description field. Press the <**Tab**> key, which calls the Remarks Editor Box since there is not a description for this action. Enter applicable comments and click the "OK" button.

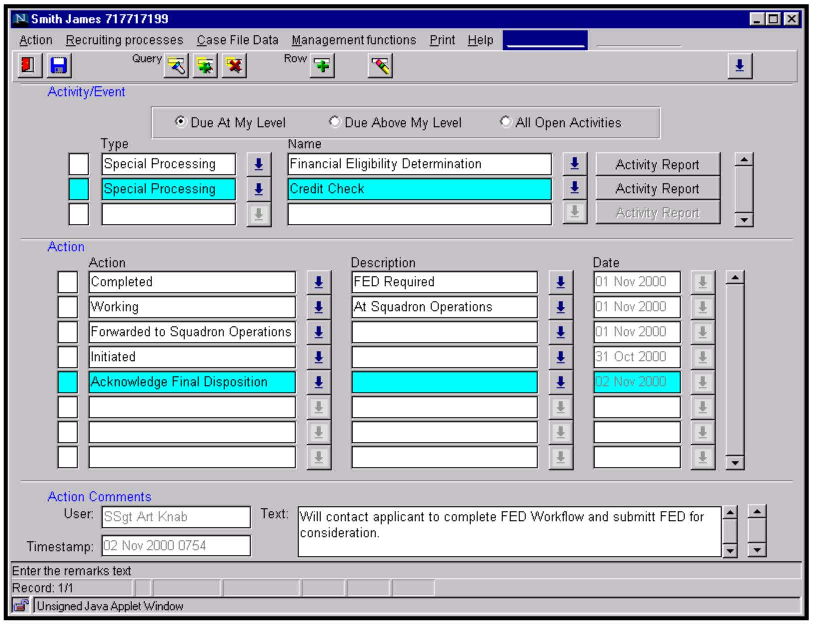


Figure 18-6, Record Actions Screen (Complete)

7. Once you enter the remarks, click the "Save" button, and then click the "Exit" button. You now must complete the Financial Eligibility Determination (FED) Workflow.

Figure 18-7 below is an example of a credit check completed by OPS. The credit check is good, so no further action is required. You only have to acknowledge final disposition.

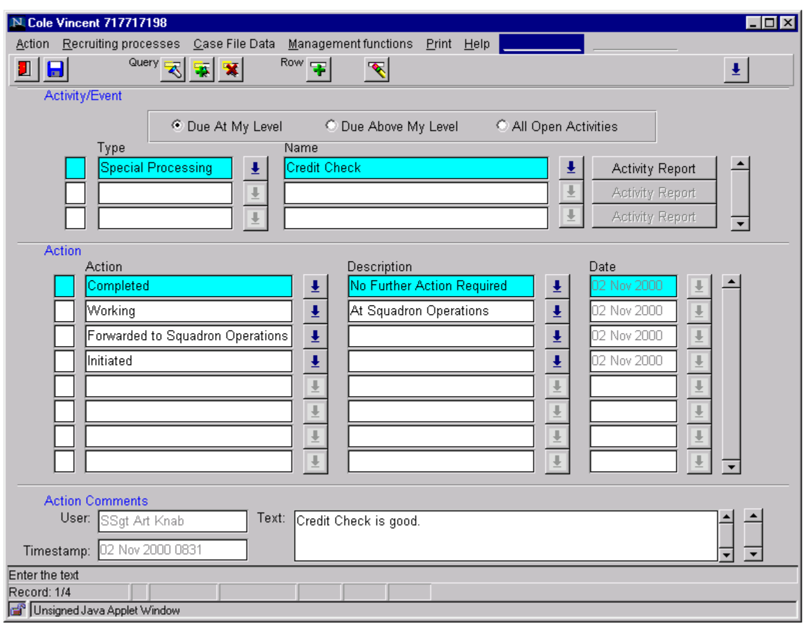


Figure 18-7, Credit Check (Complete)

8. Use the mouse to place the cursor in the small box to the left of the Action field in the next available row and click the left mouse button. Select "Acknowledge Final Disposition," and then click the "OK" button.

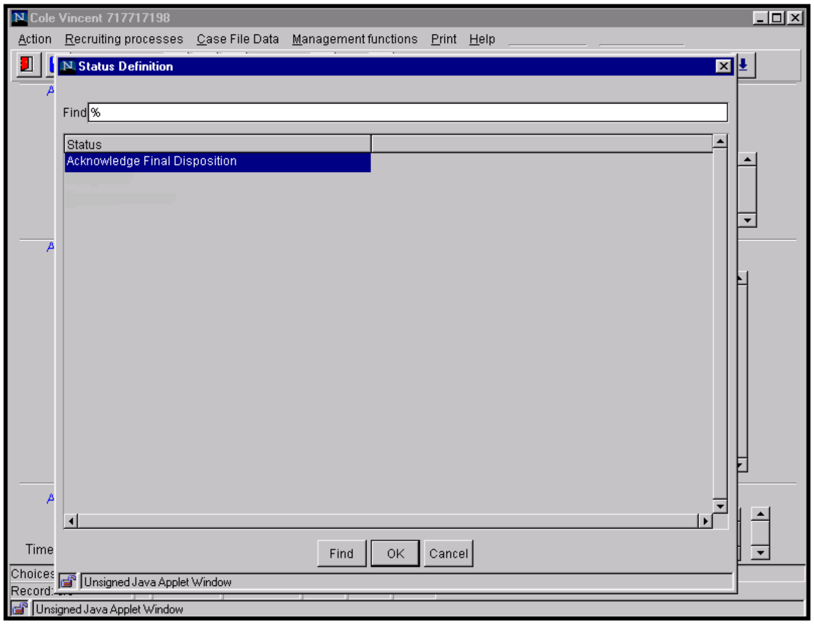


Figure 18-8, Acknowledge Final Disposition

9. The cursor will now be in the Description field. Press the <**Tab**> key, which calls the Remarks Editor Box. Enter a comment and click the "OK" button.

10. Click the "Save" button to complete the credit check, and then click the "Exit" button to leave the *Record Actions Screen*.

11. A message informs you the workflow is complete. Acknowledge the message by clicking the "OK" button. You may now print the AETC Form 1325 and page 10 of Standard Form (SF) 86 (See Printing Forms) for you and the applicant to sign before requesting the credit check be completed by the your squadron OPS.

12. Click the "Exit" button to navigate back to the *Select Lead/Applicant Screen*. The same applicant should still be selected. The applicant now shows up under the "Due At My Level" filter on the *Select Applicant Screen* because you have an initiated action that needs to move through the recruiting processes. In this case, there is a credit check initiated that needs to be sent to squadron OPS. To perform this action, click the "Record Actions" button.

13. This workflow is considered complete only when a credit check has been accomplished by OPS and the determination has been made an FED is required. After you have acknowledged final disposition of the credit check, navigate to the *Workflow Select Screen* and select the "Special: F.E.D. Workflow"; the Next Screen field displays the *Financial Determination Interview*.

19.0 RECORD ACTIONS (APPLICANT PROCESSING ACTIONS)

IMPORTANT: BEFORE ANY APPLICANT PROCESSING ACTIONS CAN BE COMPLETED, A PIR MUST BE INITIATED.

19.1 MEPS Processor Scheduling

NOTE: We are using <u>MEPS Processor Scheduling (Recruiter)</u> as an example.

1. From the *Workflow Select Screen*, click the LOV to the right of the <u>Workflow</u> field to select the desired workflow, and then click the "OK" button. Click the "Run Screen" button to display the *Record Actions Screen*. **NOTE**: If you are not in the workflow, but you are in the *Select Lead/Applicant Screen*, click the "Record Actions" button.

2. Click your cursor in a blank field (<u>Type</u> field) to highlight the row.

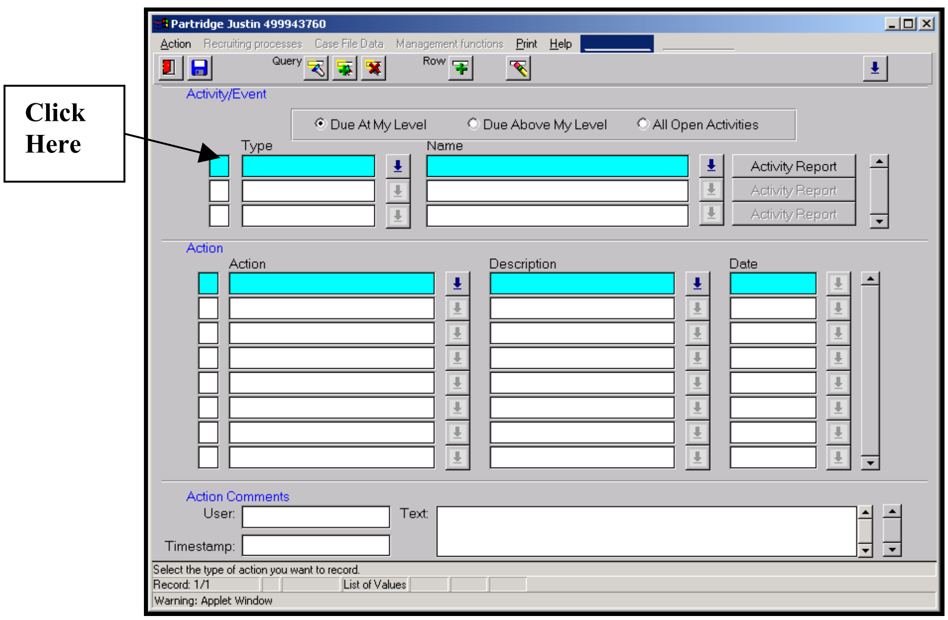


Figure 19-1, Record Actions Screen

3. Click the LOV to display the following list (see figure 19-2):

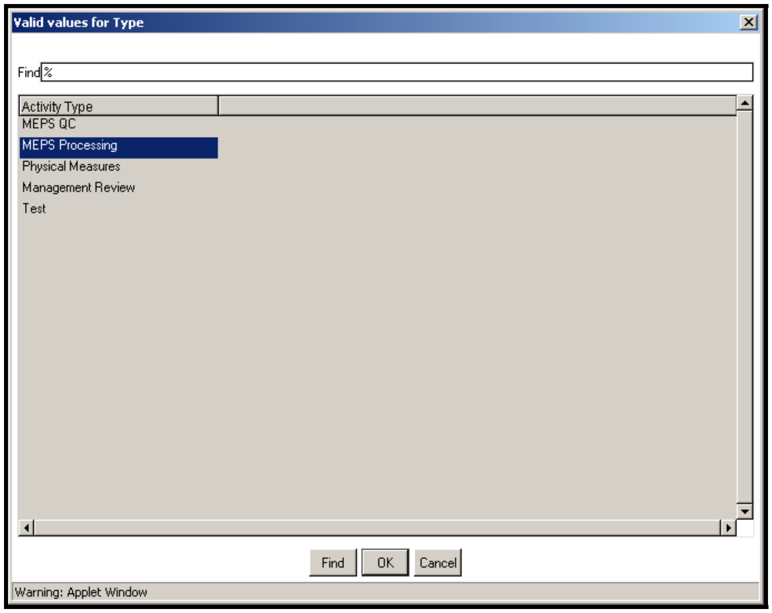


Figure 19-2, List of Values (Activity Type)

4. Click (highlight) your desired selection; e.g., MEPS Processing, and then click the "OK" button. "MEPS Processing" populates the Type and Name fields. (See figure 19-3.)

5. Click your cursor in the first blank field (Action field) to highlight the row.

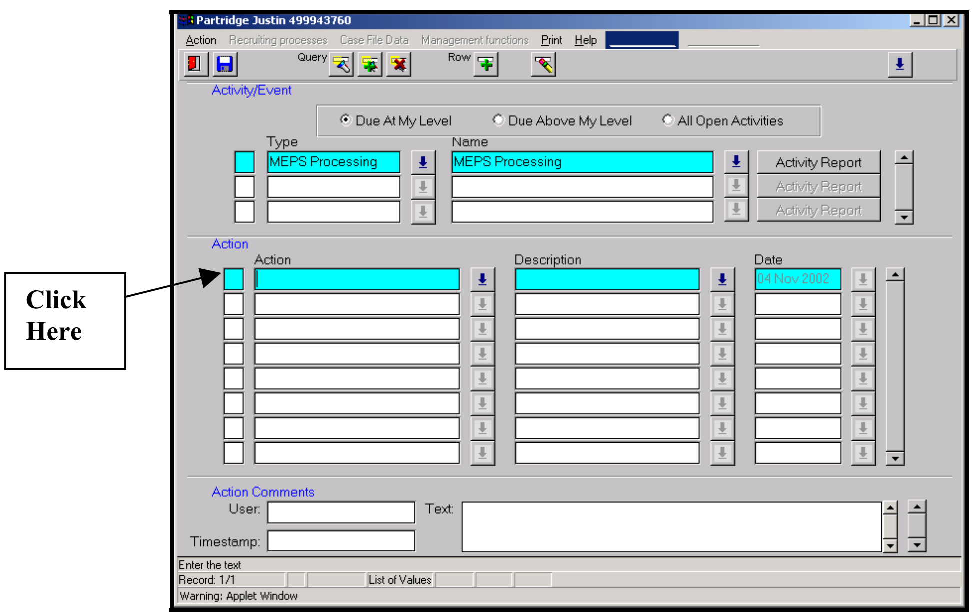


Figure 19-3, Record Actions (MEPS Processing)

6. Click the LOV to display the following list (see figure 19-4):

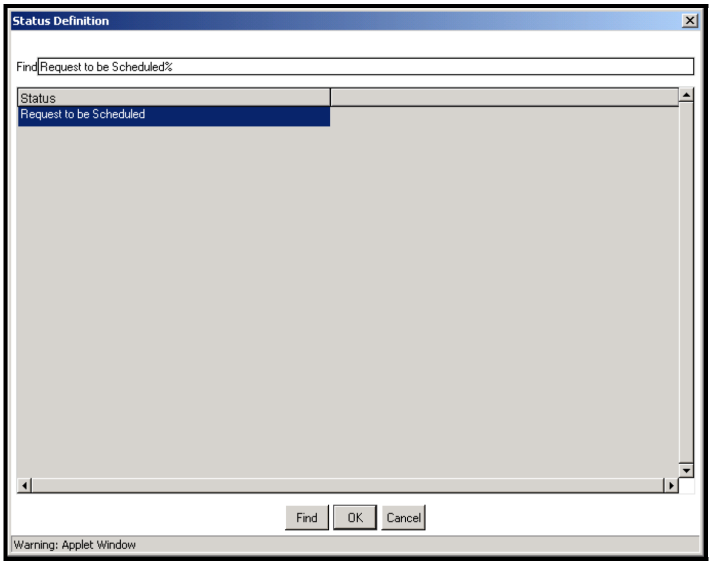


Figure 19-4, List of Values (MEPS Processing)

7. Click the desired selection; e.g., Request to be Scheduled, and then click the “OK” button to display the new Schedule Processing window. (See figure 19-5.)

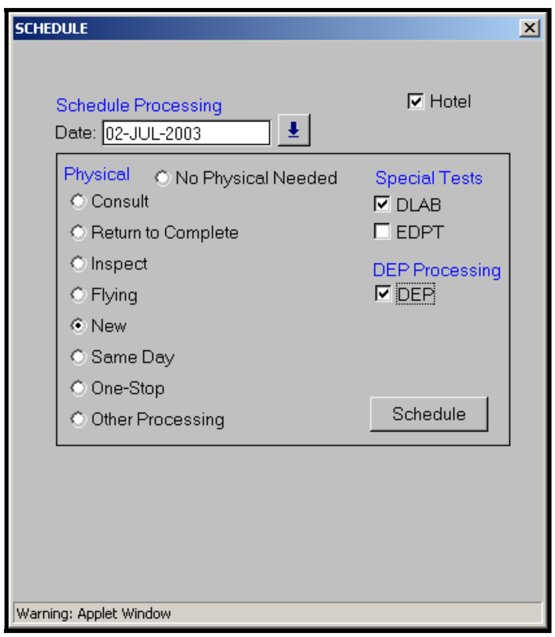


Figure 19-5, Schedule Processing Window

Parts of the Screen and Steps to Follow:

1. Date Field: Click the LOV to display the AFRISS calendar and select the date to insert into the field.

2. Hotel: Click this field if you (the recruiter) plan on the applicant staying the night before at the hotel.

3. Physical: Select the type of physical (if applicable) and only one type. You may also select No Physical Needed and request schedule for only a Special Test and/or DEP. **NOTE:** Same Day Processing has been added to the choices.

4. Special Test: Select any special test you may want the applicant to take.

5. DEP Processing: Select DEP if it has been planned also.

6. Click the Schedule button after completing the information. This opens up a remarks window for the user to input any other information or notes.

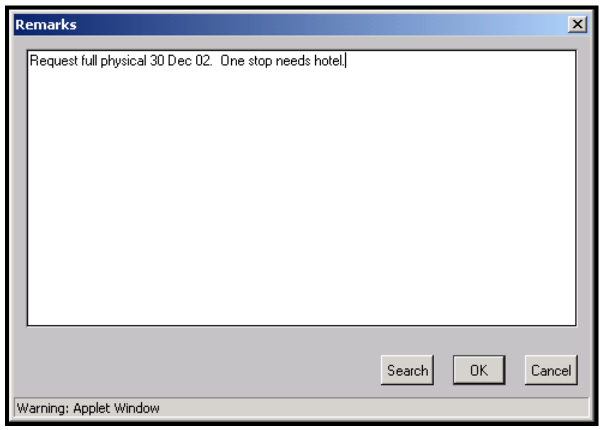


Figure 19-6, Remarks Editor Box

7. Enter any comments regarding the action; e.g., Applicant has a waiver, and then click the "OK" button. The applicant is now "Requested to be Scheduled." Comments you entered appear in the Text field on the *Record Actions Screen*.

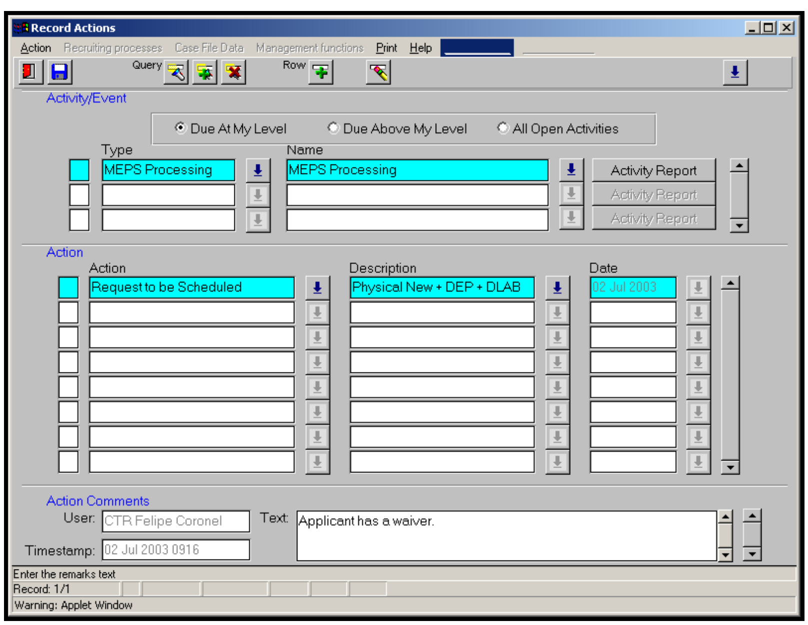


Figure 19- 7, Request to be Scheduled Status

8. To continue with MEPS processing, refer to Section 33, MEPS PROCESSING.

9. Click the "Save" button, and then click the "Exit" button to return to the *Select Lead/Applicant Screen*.

20.0 COMPLETE: ENLISTED PROGRAMS CASE FILE

The Case File Workflow should only be completed after the PIR is completed and all waivers and determinations have been approved.

NOTE: The following should be completed without the applicant being present. You should transfer the information from the Casefile Information Worksheet the applicant provided.

20.1 Citizenship

Purpose: Allows you to record the applicant's US citizenship status. Additionally, it allows you record the citizenship status for any other country where he or she holds citizenship.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Citizenship Screen*.

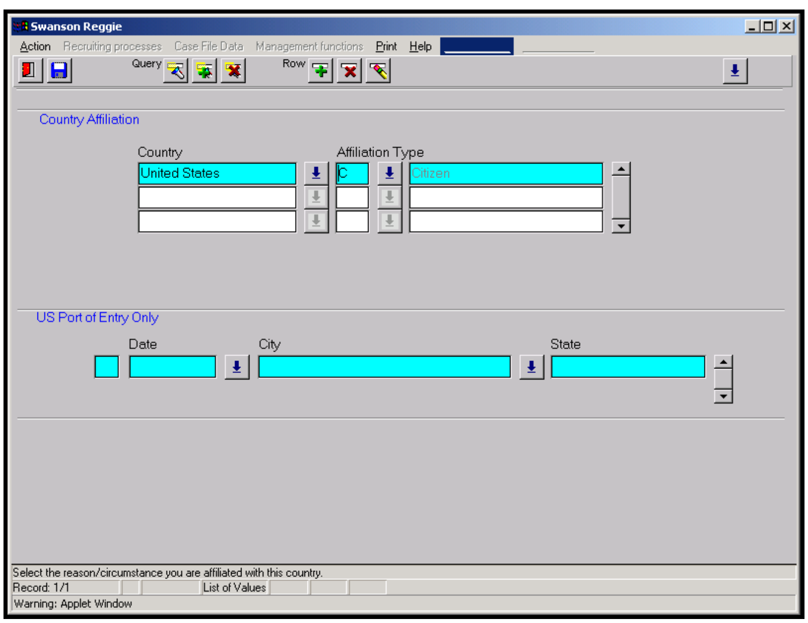


Figure 20-1, Citizenship Screen

Parts of the Screen and Steps to Follow:

Country Affiliation Block

2. Country: Click the LOV button to select a country; e.g., United States. This field automatically defaults to United States.

3. Affiliation Type: The cursor will be in this field when you enter this screen. Enter a valid affiliation type code of "C" for Citizen or "A" for Alien. Otherwise, click the LOV to select a valid response.

US Port of Entry Only Block

Enter the port of entry information for an applicant who is an Alien of the US.

4. Date: Enter the date the applicant entered the US in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar).

5. City: Enter the city where the applicant entered the US; otherwise, click the LOV to select the city. Once the information is collected, you may click the "Save" button, and then click the "Exit" button.

6. State: Automatically generates.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.2 Document Validation

Purpose: Allows you to document the source documents used to validate the applicant's information.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Document Validation Interview Screen*.

NOTE: This interview contains seven questions.

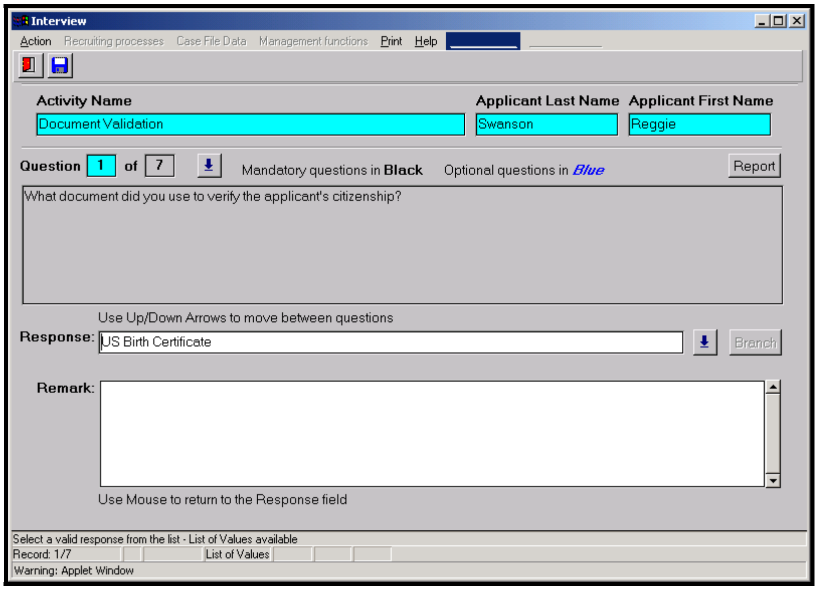


Figure 20-2, Document Validation Interview Screen

2. Click the LOV to select your responses.

3. After you enter all responses, a message displays "At Last Message." Click the "OK" button to acknowledge the message. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.3 Verify and Suspense Documents Workflow

Purpose: Allows you to verify and document the applicant's documents. You may also suspense yourself for other documents the applicant requires to process.

NOTE: Any level may view suspenses. You (as a recruiter) can set a suspense, but you or anyone above your level can close it. A MEPS can set a suspense; however, only MEPS or OPS can close that suspense. Job Bank can set a suspense for PS applicants and only the Job Bank can close it.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Document Screen*.

2. See section 16.14 for completion instructions. For a casefile, you must have recorded and validated all required documents to determine eligibility and qualification.

3. Once you validate the applicant's document information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.4 Name Use History Workflow

Purpose: Allows you to validate and record the applicant's entrance name and any aliases, including maiden name if applicable, the applicant now uses or has used in the past.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Name Use History Screen*.

2. See section 16.2 for completion instructions.

3. Once you have recorded and validated the entrance name from the appropriate document and recorded the aliases, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.5 Personal Descriptive Info Workflow Screen

Purpose: Allows you to validate and ensure the applicant's personal descriptive information is correct.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Personal Descriptive Info Screen*.

2. See section 16.4 for completion instructions.

3. Once you have validated the personal descriptive information on the applicant, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.6 Address History & Contact Information Workflow

Purpose: Validate current information and update as needed. Information is generated from previously gathered information.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Address History and Contact Info Screen*. (See section 16.3 for completion instructions.)

2. Once the residence information has been recorded, click the "Save" button to commit the information. Then, click the "Reference" button to bring up the *Address Reference Screen* to record the reference information for the selected address.

3. Once you validate the reference information, click the "Contact Details" button to validate the recorded address and telephone number of the reference. If the information was not previously provided, enter the response.

4. Once you have entered the contact details for the reference, click the "Save" button, and then click the "Exit" button to return to the *Address Reference Screen*.

5. Click the "Save" button once again to commit the information. Then, click the "Exit" button to return to the *Address History & Contact Information Screen* to record the next residence address if one is to be entered.

6. Once all of the applicant's address history has been recorded, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.7 Education History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Education History Interview Screen*.

2. See section 16.7 for completion instructions.

3. Once you validate all information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8 Employment History Workflow

Purpose: Allows you to enter the applicant's employment and unemployment history for completion of the casefile.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Employment History Screen*.

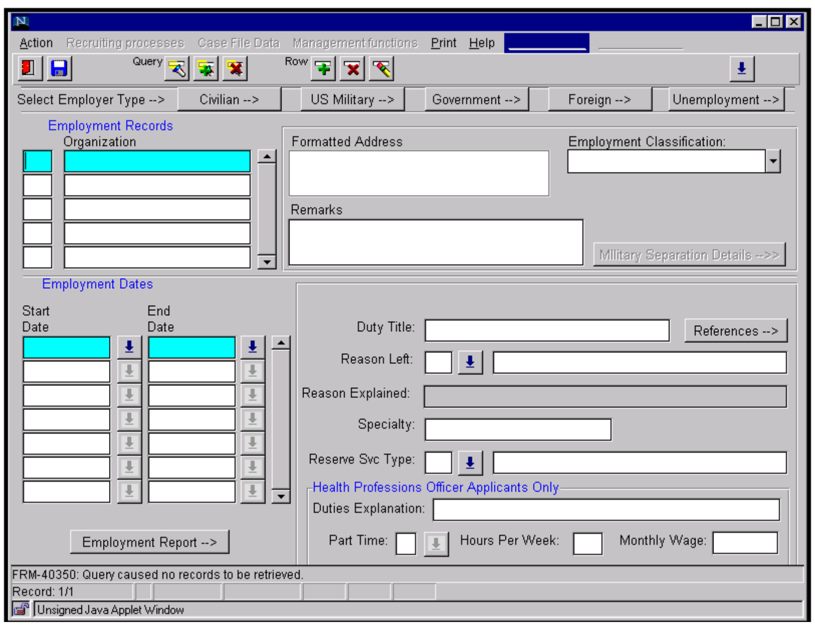


Figure 20-3, Employment History Screen

2. The first step in adding an employment history record is to select the employer type. Click one of the buttons displayed in the figure below appropriate for the employer being entered; e.g., Civilian, US Military, Government, Foreign or Unemployment. (Any periods of unemployment must be accounted for).

Figure 20-4, Select Employer Type Buttons

20.8.1 Civilian Employment

1. Click the “Civilian” button to navigate to the *Select Organization Screen*.

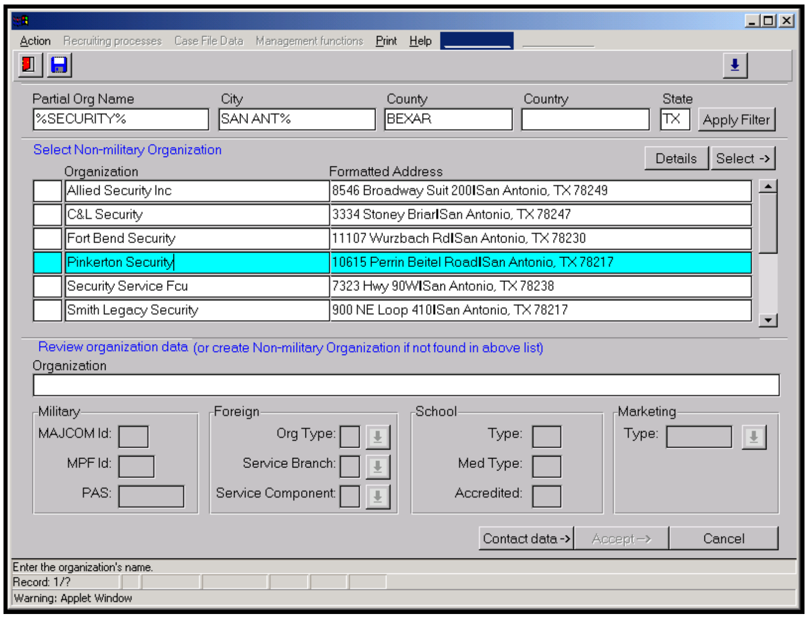


Figure 20-5, Select Organization Screen (Employer Query)

20.8.1.1 Selecting an Existing Civilian Employer

NOTE: Data does not have to be entered in the **Partial Org. Name Block** to perform a query; however, not entering specifics will initiate an extensive search. You may use any combination of information to perform the query. The more information entered, the better the chance of employer being found in the database and the less time it will take for AFRISS to perform the query.

Parts of the Screen and Steps to Follow:

2. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the full or partial name of the employer. You can use the wildcard **%** to search for like names; e.g., %Security%. Press the <**Tab**> key to move the cursor to the next field; otherwise, click the “Apply Filter” button.

3. City: *(Optional)* Enter the city where the employer is located. Again, use the wildcard; e.g., San Antonio, San Ant%, %Antonio%. Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary if you know the exact name of the city.

4. County: *(Optional)* Enter the county where the employer is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary if you know the exact name of the county.

5. Country: (*Optional)* Enter the country where the employer is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field. **NOTE:** The wildcard is not necessary of you know the exact name of the country.

6. State: Enter the state (two-letter abbreviation) where the employer is located; e.g., TX. Press the <**Tab**> key to move the cursor to the "Apply Filter" button.

7. "Apply Filter" button: Click this button to execute a query and display the response based on the information you provided. An example of a query for Pinkerton Security, San Antonio, TX, is shown is figure 20-5.

Select Non-Military Organization Block

8. Organization: Displays the organization name(s) from the query if found. If no organization(s) display, you have to create one. (Skip to section 20.8.1.2 to create an organization.)

9. Formatted Address: Displays the organization's street address, city, state and ZIP code.

10. Click (highlight) the organization you desire; e.g., Pinkerton Security, and then click the "Details" or "Select" button (see steps 11 and 12).

11. "Details" button: Click this button to view, and if applicable, update the organization info; e.g., telephone number.

12. "Select" button: Click this button to select the highlighted organization and to return to the *Employment History Screen*. Any information you provided previously from the *Select Organization Screen* automatically generates.

Review Organization Data (or create Non-military Organization if not found in above list) Block

13. Organization: Enter the organization name to be created or the field displays the organization name of the selected organization if the "Details" button was clicked.

14. "Contact Data" button: Click this button to navigate to the *Contact Data Screen* (see figure 17.5) to enter the address and phone number of the organization being created. This button also navigates you to the same screen to view and if applicable, update the contact information for the organization selected when the "Details" button was clicked.

15. "Accept" button: Click this button to accept the organization displayed in the Organization field.

16. "Cancel" button: Click this button to cancel any action on this screen and return to the *Employment History Screen*.

20.8.1.2 Creating a Non-Military Organization (Civilian Employer)

Parts of the Screen and Steps to Follow:

1. To initiate the Create a Foreign Organization process, use the <**Tab**> key to navigate to the **Review Organization Data Block** of the *Select Organization Screen* (see figure 20-6).

Figure 20-6, Review Organization Data Block (Creating an Organization)

Review Organization Data (or create Non-military Organization if not found in above list) Block

2. Organization: The cursor will be at this field. Enter the organization's (employer's) name; e.g., Whataday.

3. Once the name is entered, press the <**Tab**> key to move the cursor to the "Contact Data" button to display the *Contact Data Screen* (see figure 20-7) to enter the address and phone number of the organization you are creating.

IMPORTANT: BEFORE YOU ENTER THE CONTACT FOR THE ORGANIZATION BEING CREATED, ENSURE THE INFORMATION IS CORRECT. ACCESS THE WEBSITE: www.411.com (A GOOD SITE TO VERIFY INFORMATION AN APPLICANT WAS UNABLE TO PROVIDE ON AN EMPLOYER ORGANIZATION, SUCH AS STREET ADDRESS, TELEPHONE NUMBER OR ZIP CODE).

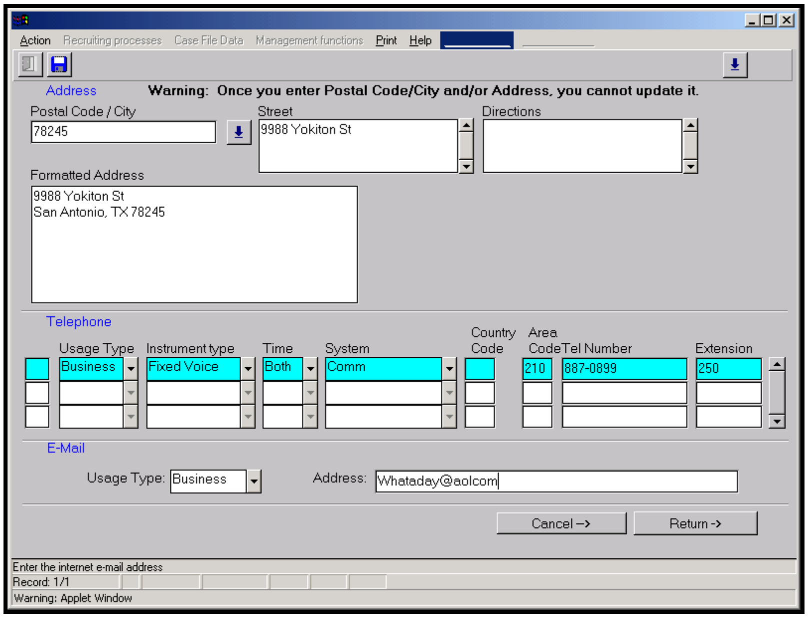


Figure 20-7, Contact Data Screen

NOTE: If a non-military organization has a formatted address without a street address displayed, you can edit the record to add the street address. Once a street address is loaded it cannot be updated. Do not enter incorrect information; e.g., a partial street address.

4. Once you enter all employer contact information, click the "Save" button, and then click the "Return" button to return to the *Select Organization Screen*.

5. Click the "Accept" button to return to the *Education History Screen*. The employer information you created should display on the screen.

6. Repeat the above steps to enter additional employment records. As each employment record is created, click the applicable employer type button.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8.2 US Military

1. From the *Employment History Screen*, click the "U.S. Military" button to display the *Military Organization Pop-Up Screen*.

20.8.2.1 Selecting an Existing Organization (US Military)

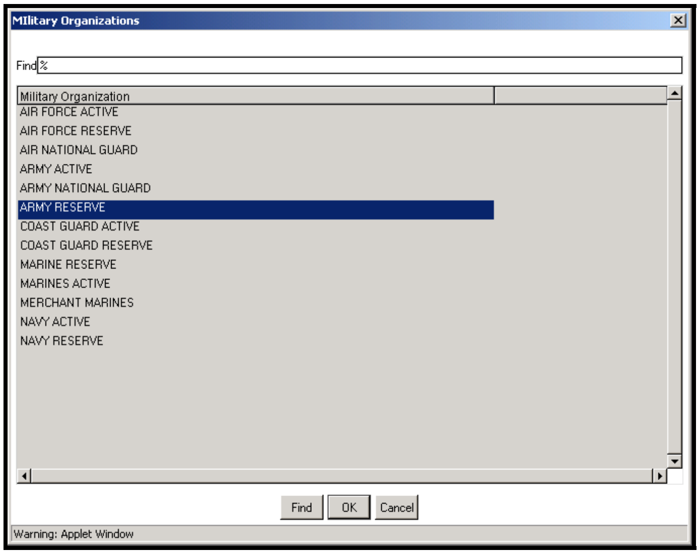


Figure 20-8, Military Organizations (Pop-Up Screen)

2. Click (highlight) the applicant’s previous military organization type, and then click the “OK” button. The screen changes to the *Employment History Screen (US Military)* and the selection now populates the Organization field.

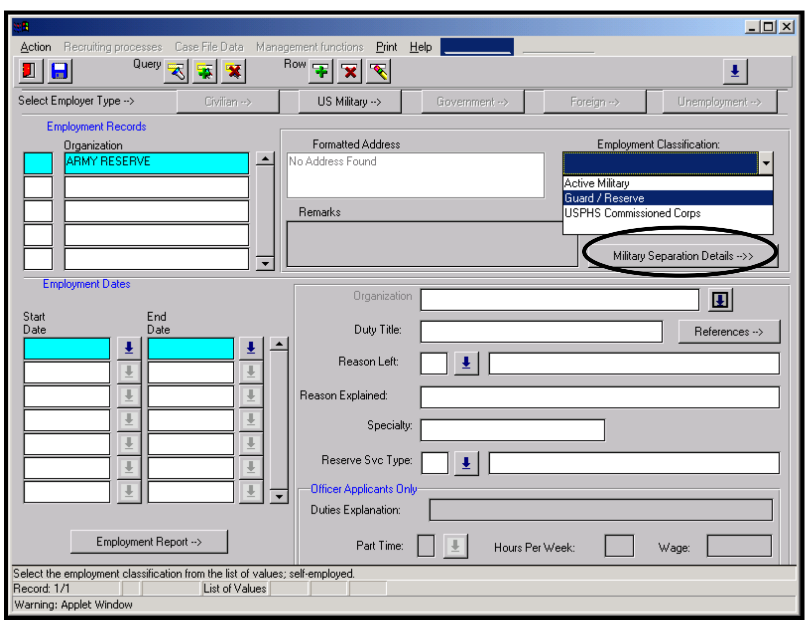


Figure 20-9, Employment History Screen (US Military)

3. Once the military organization type is selected and populates the Organization field, press the <**Tab**> key to navigate to select the Employment Classification field. Click the drop-down menu button to make your selection.

4. Once the *U.S. Military* employment classification is selected, press the <**Tab**> key to enable the “Military Separations Details” button (see figure 20-10). When you click this button the *Military Separation Details Screen* displays.

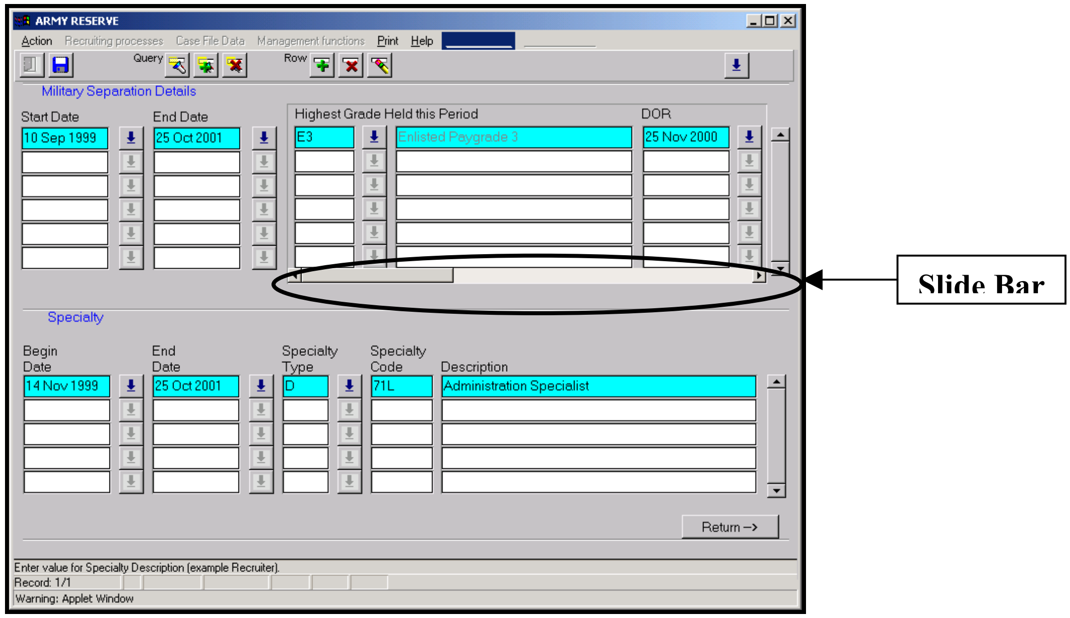


Figure 20-10, Military Separation Details Screen

Parts of the Screen and Steps to Follow:

NOTE: Use the <**Tab**> key to navigate from field to field.

Military Separation Details Block

5. Start Date: Enter the date the applicant entered the selected military branch of service in the DD MMM YYYY format; e.g., 10 Sep 1999. Otherwise, click the LOV to select the date (AFRISS calendar).

6. End Date: Enter the date the applicant separated from the selected branch of military in the DD MMM YYYY format; e.g., 25 Oct 2001. Otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is still a member of the selected branch, leave this field blank.

7. Highest Grade Held this Period: Enter the applicable pay grade of the applicant if known; e.g., E3. Otherwise, click the LOV to select the grade.

8. Date of Rank (DOR): Enter the applicant’s DOR for the highest grade held in the DD MMM YYYY format; e.g., 25 Nov 2000. Otherwise, click the LOV to select the date (AFRISS calendar). The next field is hidden and will appear once you press the <**Tab**> key. You may also use the slide bar (see figure 20-10) to bring up the following fields (steps 9-13).

9. Interservice Reenlistment (IRE) Code: Review the DD Form 214 and enter the applicable IRE code; otherwise, click the LOV to select the valid code. The next field is hidden and will appear once you use the <**Tab**> key. You may also use the slide bar to bring up the following fields.

10. Interservice Separation Code (ISC): Review the DD Form 214 and enter the applicant's ISC; otherwise, click the LOV to select the code.

11. Reenlistment Eligibility Code (RE): Review the DD Form 214 and enter the applicable Air Force RE code; otherwise, click the LOV to select the code.

12. Discharge Type: Click the LOV to select the discharge type; e.g., Honorable.

13. SPD: Enter the SPD if known, and then press the <**Tab**> key to move to the next field.

Specialty Block

14. Start Date: Enter the date the applicant was awarded the specialty in the DD MMM YYYY format; e.g., 14 Nov 1999. Otherwise, click the LOV to select the date (AFRISS calendar).

15. End Date: Enter the date the applicant became inactive in the current specialty in the DD MMM YYYY format; e.g., 25 Oct 2001. Otherwise, click the LOV to select the date (AFRISS calendar).

16. Specialty Type: Click the LOV to select the appropriate specialty type; e.g., D-Duty.

17. Specialty Code: Enter the applicant's Air Force Specialty Code (AFSC), Military Occupational Specialty (MOS) or RATE (Navy equivalent to AFSC) depending on the applicant's service branch; e.g., 71L.

18. Specialty Description: Enter the specialty title; e.g., Administration Specialist.

19. Once this field is populated, click the "Save" button, and then click the "Return" button to return to the *Employment History Screen (US Military)*.

20. Start Date: Enter the date the applicant started working for the selected military branch in the DD MMM YYYY format. Then, press the <**Tab**> key to navigate to the next field.

21. End Date: Enter the date the applicant's employment with the selected military branch was terminated in the DD MMM YYYY format. If the applicant is still employed with the selected branch, leave the field blank.

22. Press the <**Tab**> key to move the cursor to the "Select Organization" button (next to the Organization field. Clicking this button calls the *Select Organization Screen*. (See section 20.8.1.) At this point, you may select one of the organizations the query retrieved or enter a new military organization. You would enter a new military employer name (organization) if the LOV of military employers does not contain the name of the military institution/employer the applicant indicated he or she worked for, or if the query does not produce the correct military employer organizations.

23. Once the organization is selected you must continue completing the fields shown below (see figure 20-11).

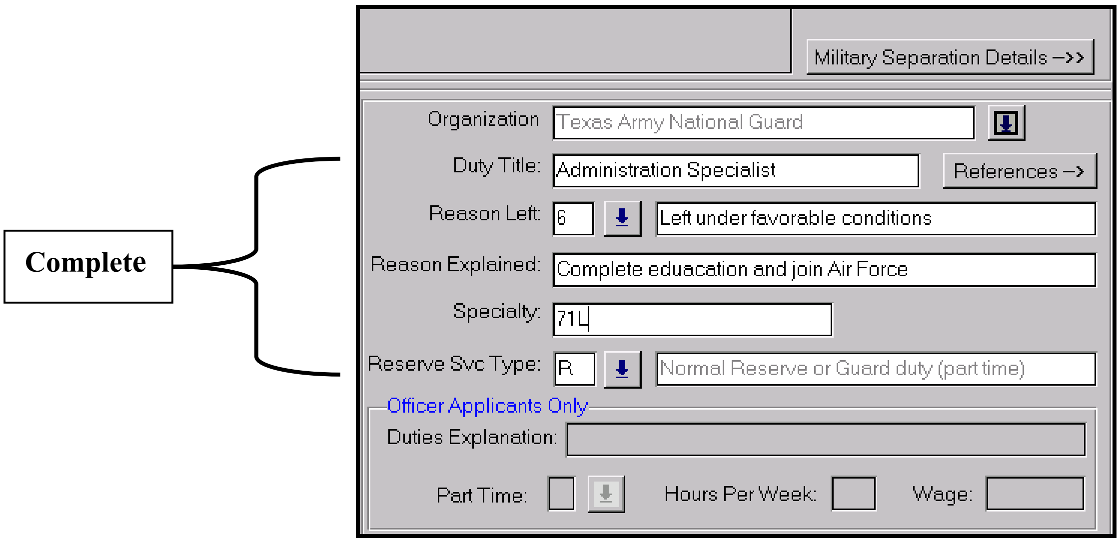


Figure 20-11, Military Duty Information

24. Duty Title: Enter the applicant's military duty title; e.g., Administration Specialist.

25. Reason Left: Click the LOV to select the reason; e.g., Left Under Favorable Conditions.

26. Reason Explained: Enter the reason the applicant left military service; e.g., Complete Education and join the Air Force.

27. Specialty: Enter the applicant's previous AFSC, MOS or RATE.

28. Reserve Svc Type: Click the LOV to select your response; e.g., Normal Reserve or Guard Duty (Part Time).

29. Click on the "Save" button to commit the responses, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8.2.2 Creating a Military Organization

1. To initiate the Create a Military Organization process, use the <**Tab**> key to navigate to the **Review Organizational Data Block** (see figure 20-12) of the *Select Organization Screen*.

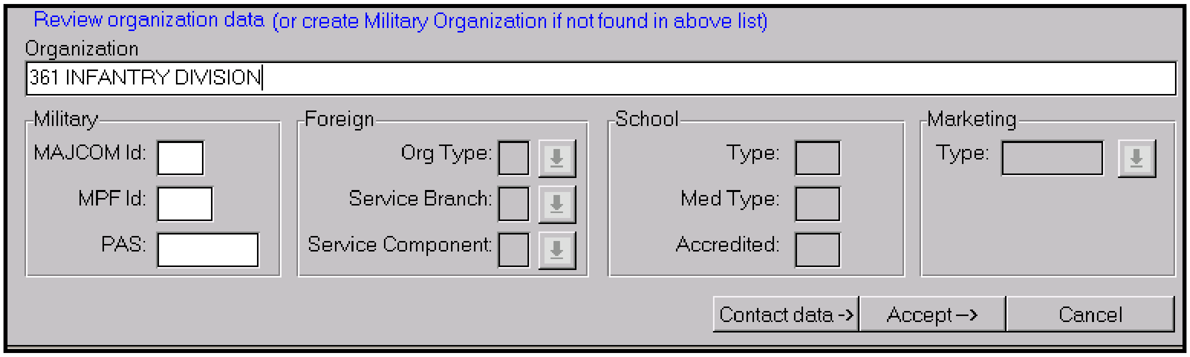


Figure 20-12, Review Organization Data Block

Review Organizational Data (or create Military Organization if not found in above list) Block

2. Organization: The cursor will be in this field. Enter the organization name in this field. Press the <**Tab**> key to move the cursor to the **Military Block**.

Military Block

3. Major Command (MAJCOM) Id**:** Enter the MAJCOM code for the organization being created.

4. Military Personnel Flight (MPF) Id**:** Enter the MPF code for the organization being created.

5. Personal Accounting System (PAS): Enter the PAS code for the organization being created.

6 "Contact Data" button: Click this button to navigate to the *Contact Data Screen* (see figure 17-5) to enter the address and phone number of the organization being created. Also, it allows you to view, and if applicable, update the contact information for the organization highlighted when the "Details" button was clicked.

7. "Accept" button: Allows you to accept the organization displayed in the Organization field.

8. "Cancel" button: Allows you to cancel any action on this screen and returns you to the *Employment History Interview and to the Select Organization Screen*.

9. Once you enter the name and the **Military Block** data, use the mouse or press the <**Tab**> key to move the cursor to the "Contact Data" button. Click the button to navigate to the *Contact Data Screen*.

10. Once you enter the information, click the "Save" button, and then click the "Return" button to navigate back to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*, and provide the following information:

11. Duty Title: Enter the applicant's military duty title; e.g., Administration Specialist.

12. Reason Left: Click the LOV to select the reason; e.g., Left Under Favorable Conditions.

13. Reason Explained: Enter the reason the applicant left the previous military branch; e.g., Complete Education and join the Air Force.

14. Specialty: Enter the applicant's previous AFSC, MOS or RATE.

15. Reserve Svc Type: Click the LOV to select your response; e.g., Normal Reserve or Guard Duty (Part Time).

16. Once you have selected the Reserve Svc Type and the field is populated, press the <**Tab**> key to navigate to the "Reference" button or use the mouse to click the button.

17. Click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

18. Once you have validated all information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8.3 Government

1. From the *Employment History Screen*, click the "Government" button to navigate to the *Select Organization Screen*. Examples of Government Employment would be US Forestry Service, US Postal Service, and Alabama Department of Transportation.

20.8.3.1 Selecting an Existing Organization

See section 20.8.1.1 for completion instructions.

20.8.3.2 Creating a Government Organization

See section 20.8.1.2 for completion instructions.

20.8.4 Foreign

1. From the *Employment History Screen*, click the "Foreign" button to display the *Select Organization Screen*. (See figure 20-5.)

20.8.4.1 Selecting an Existing Organization (Foreign)

2. From the *Employment History Screen*, click the "Foreign" button to display the *Select Organization Screen*. (See section 20.8.1.1 for completion instructions). The organization is selected, and it is a foreign employer the applicant indicated he or she had worked for. Click the "Select" button in the **Select Foreign Organization Block**. You then navigate back to the *Education History Screen*. The foreign employer and address populates the Organization and Formatted Address fields on the screen.

3. Employment Classification: Click the drop-down menu button to select the classification; e.g., Other.

4. Remarks: Enter any remarks concerning the applicant's foreign employment or circumstances regarding the employment.

5. Start Date: Enter the date the applicant started working for the selected foreign employer in the DD MMM YYYY format. Then, press the <**Tab**> key to navigate to the next field.

6. End Date: Enter the date the applicant's employment with the selected foreign employer was terminated in the DD MMM YYYY format. If the applicant is still employed with the foreign employer, leave the field blank.

7. Duty Title: Enter the applicant's duty title; e.g., Ministry Assistant.

8. Reason Left: Click the LOV to select the reason the applicant terminated his or her employment; e.g., Left Under Favorable Conditions.

9. Reason Explained: Enter the reason the applicant left foreign employment; e.g., Return to US and join military.

10. The remaining fields are not required for EA.

11. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8.4.2 Creating a Foreign Organization

1. To initiate the Create a Foreign Organization process, use the <**Tab**> key to navigate to the **Review Organization Data Block** of the *Select Organization Screen*.

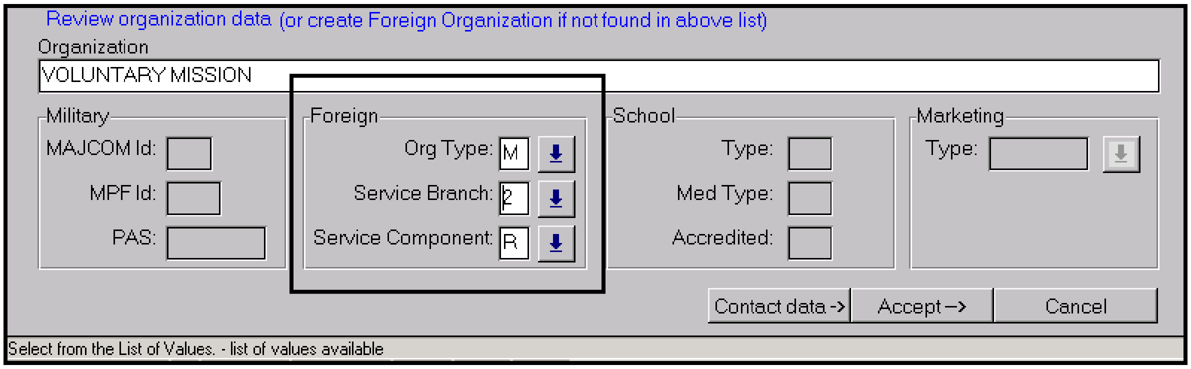


Figure 20-13, Review Organization Data Block (Foreign Employment)

2. Once you enter the name, press the <**Tab**> key to move the cursor to the Org Type field in the **Foreign Block**. The LOV will be enabled.

3. Org Type: Click the LOV to select the organization type; e.g., Business, Government or Military.

4. Service Branch: Click the LOV to select the service branch of the foreign organization.

5. Service Component: Click the LOV to select the service component of the foreign organization; e.g., Active, Guard or Reserve.

6. Once the **Foreign Block** is completed and the required information entered, press the <**Tab**> key to enable the "Contact Data" button, or use the mouse click the button to navigate to *Contact Data Screen*.

IMPORTANT: BEFORE YOU ENTER THE CONTACT FOR THE ORGANIZATION BEING CREATED, ENSURE THE INFORMATION IS CORRECT. www.411.com IS A GOOD WAY TO VERIFY INFORMATION AN APPLICANT WAS UNABLE TO PROVIDE, SUCH AS STREET ADDRESS, TELEPHONE NUMBER OR ZIP CODE.

NOTE: If a non-military organization has a formatted address with no street address displayed, you can edit the record to add the street address. Once a street address is entered, it cannot be updated. Do not enter bad information, such as partial street addresses.

7. Once the information is entered, click the "Save" button, and then click the "Return" button to navigate back to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*.

8. Employment Classification: Click the drop-down menu button to select the classification; e.g., Other.

9. Remarks: Enter any remarks concerning the applicant's foreign employment or circumstances regarding the employment.

10. Start Date: Enter the date the applicant started working for the selected foreign employer in the DD MMM YYYY format. Then, press the <**Tab**> key to navigate to the next field.

11. End Date: Enter the date the applicant's employment with the selected foreign employer was terminated in the DD MMM YYYY format. If the applicant is still employed with the foreign employer, leave the field blank.

12. Duty Title: Enter the applicant's duty title; e.g., Ministry Assistant.

13. Reason Left: Click the LOV to select the reason the applicant terminated his or her employment; e.g., Left Under Favorable Conditions.

14. Reason Explained: Enter the reason the applicant left foreign employment; e.g., Return to US and join military.

15. "Reference" button: Click the "Reference" button to display the *Reference Screen* and enter any contact information.

16. Click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

17. The remaining fields on the *Employment History Screen* are not required for EA.

18. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.8.5 Unemployment

Purpose: This interview screen allows you to capture any periods of unemployment experienced by the applicant.

1. From the *Employment History Screen*, click the "Unemployment" button. "Unemployed" displays in the Organization and Formatted Address fields.

2. Employment Classification: Click the drop-down menu button to select "Unemployment." After the unemployment classification is selected, press the <**Tab**> key to move the cursor to the Start Date field to continue documentation.

3. <u>Start Date</u>: Enter the date the unemployment period started in the DD MMM YYYY format; e.g., 20 Jan 2001. Otherwise, click the LOV to select the date (AFRISS calendar).

4. <u>End Date</u>: Enter the date the unemployment period ended in the DD MMM YYYY format; e.g., 15 Feb 2001.

5. <u>"Reference" button</u>: Click this button to display the *Reference Screen*. Enter the name and contact information for an individual who could verify the applicant's unemployment.

6. Once all reference information had been entered, click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.9 Law Violations Interview

Purpose: Allows you to validate all recorded law violations. Enter any additional law violation data required to complete the Casefile.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations History Screen*.

2. See section 16.12.2 for completion instructions.

3. Once you enter or verify all information for each law violation, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.10 Drug Use History Interview

Purpose: Allows you to validate an applicant's illegal drug use.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 16.11 for completion instructions.

3. Once you enter and verify the information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.11 DD Form 1966 Interview

Purpose: Allows you to answer questions on the DD Form 1966.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *DD Form 1966 Interview*.

NOTE: This interview contains 16 questions.

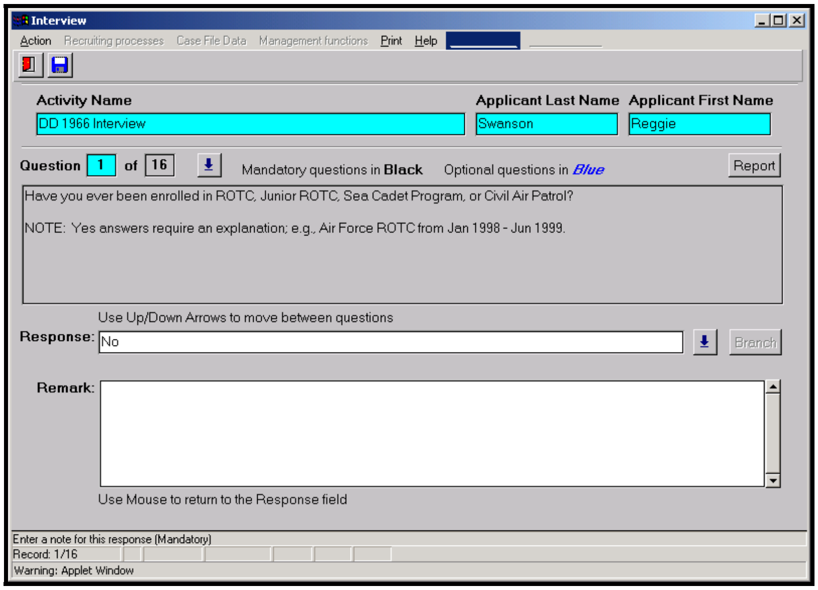


Figure 20-14, DD Form 1966 Interview

2. Enter <**Y**> (Yes) or <**N**> (No) or click the LOV to select your response. If the response is "Yes," for any question, you must enter comments in the Remark field. If your response to Question #14 is "Yes," press the <**TAB**> key to navigate to the *Drug Use Screen.*

3. Once you have responded to all of the questions and provided the required additional information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.12 Security Questionnaire Interview

Purpose: Allows you to record the responses for the SF 86.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Security Questionnaire Interview*.

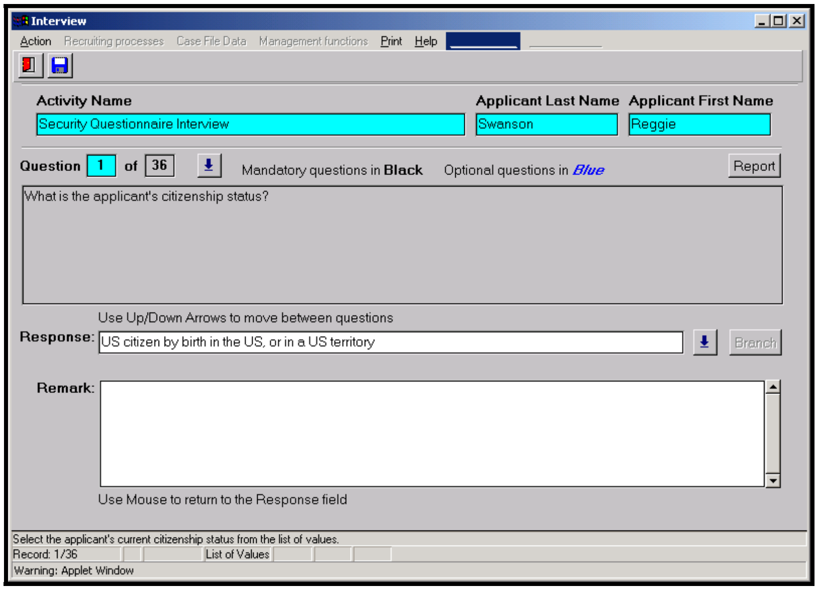


Figure 20-15, Security Questionnaire Interview

NOTE: There are 36 questions in this interview. Some questions will already be recorded from the Pre-qualification, PIR and Waiver/Determination Workflows and only require validation.

2. Answer all questions completely. Any “Yes” answers require additional remarks. Depending on some of your answers, you must branch to an additional screen to provide required information. Refer to the list of questions below for specific branching instructions, if required. If the screen has been previously explained, the section is identified. If not, figures and steps are provided.

IMPORTANT: YOUR CURSOR MUST BE IN THE <u>RESPONSE</u> FIELD TO MOVE <TAB> TO EACH QUESTION.

Question #1: Automatically generated. If not, click the LOV to select your response.

Question #2: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to navigate to the *Citizenship Screen.* (See section 20.1 for completion instructions).

Question #3: Automatically generated. If not, click the LOV to select your response. If the applicant is military married to military, press the <**TAB**> key to display the *Military Spouse Interview*.

20.12.1 Military Spouse Interview

NOTE: This interview contains four questions.

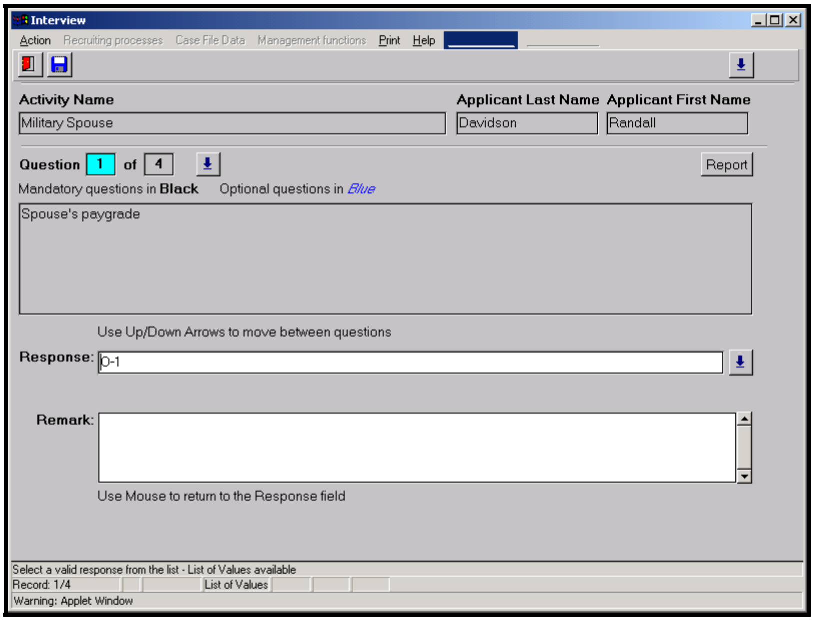


Figure 20-16, Military Spouse Interview

1. Questions #1 and #2: Click the LOV to select your responses.

2. Question #3 is freeform text.

3. Click the "Save" button, and then click the "Exit" button to return to question #4 of the *Security Questionnaire Interview*.

Question #6: If your response is <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Foreign Associates Screen*.

20.12.2 Foreign Associates Screen

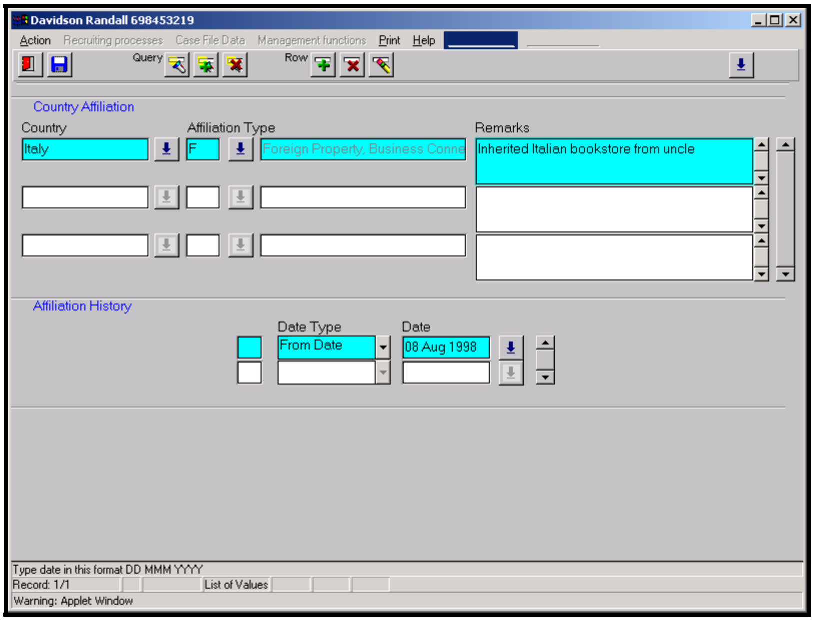


Figure 20-17, Foreign Associates Screen

Parts of the Screen and Steps to Follow:

Country Affiliation Block

1. Country: Click the LOV to select the country; e.g., Italy.

2. Affiliation Type: Click the LOV to select the type of affiliation; e.g., Foreign Property, Business Connections, Financial Interests.

3. Remarks: Explain the applicant's affiliation with the country; e.g., Inherited Property.

Affiliation History Block

4. Date Type: Click the drop-down menu button to select the date type; e.g., From Date or To Date.

5. Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire Interview* (Question #7).

Questions 7, 8 and 9 will require a <**Y**> (Yes) or <**N**> (No) response. Press the <**TAB**> key to navigate to the next question or if applicable, to navigate to the branched sub interviews.

If your response to question #10 is <**Y**> Yes, press the <**TAB**> key to display the *Foreign Travel Screen* and interview.

20.12.3 Foreign Travel Screen

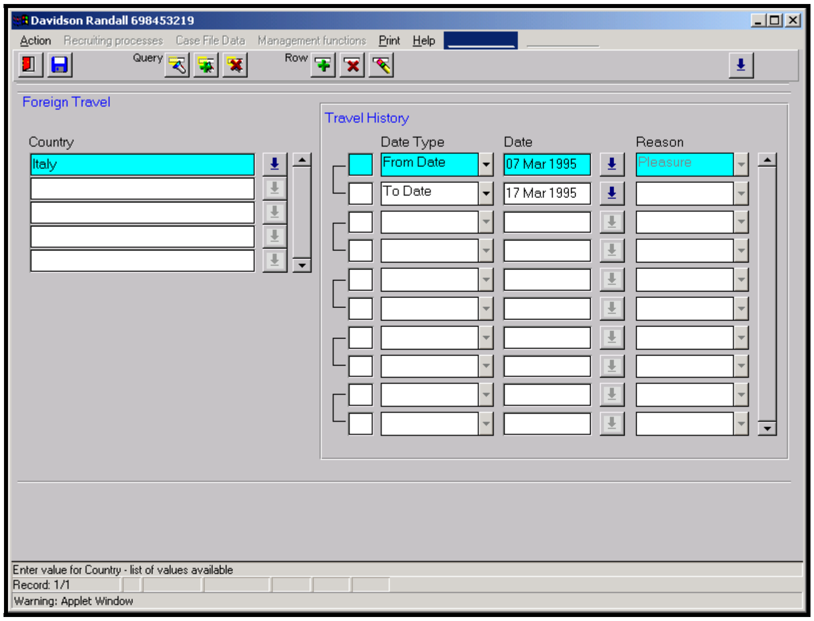


Figure 20-18, Foreign Travel Screen

Parts of the Screen and Steps to Follow:

Foreign Travel Block

1. Country: Click the LOV to select the country; e.g., Italy.

Travel History Block

2. Date Type: Click the drop-down menu button to select the type of date; e.g., From Date or To Date.

3. Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

4. Reason: Click the drop-down menu button to select the reason for travel; e.g., Pleasure.

5. Click the “Save” button, and then click the “Exit” button to return to the *Security Questionnaire Interview* (Question #11).

Question #11: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Employment History* screen.

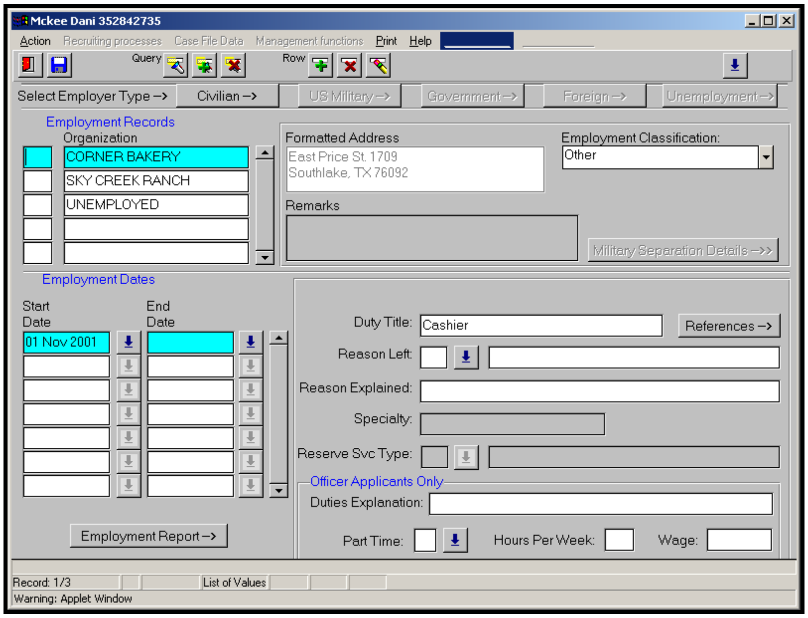


Figure 20- 19, Employment History

Question #12: Enter <**Y**> (Yes) or <**N**> (No). If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Personal References and Other Associates Screen* (see figure 20-19).

20.12.4 Personal References and Other Associates Screen

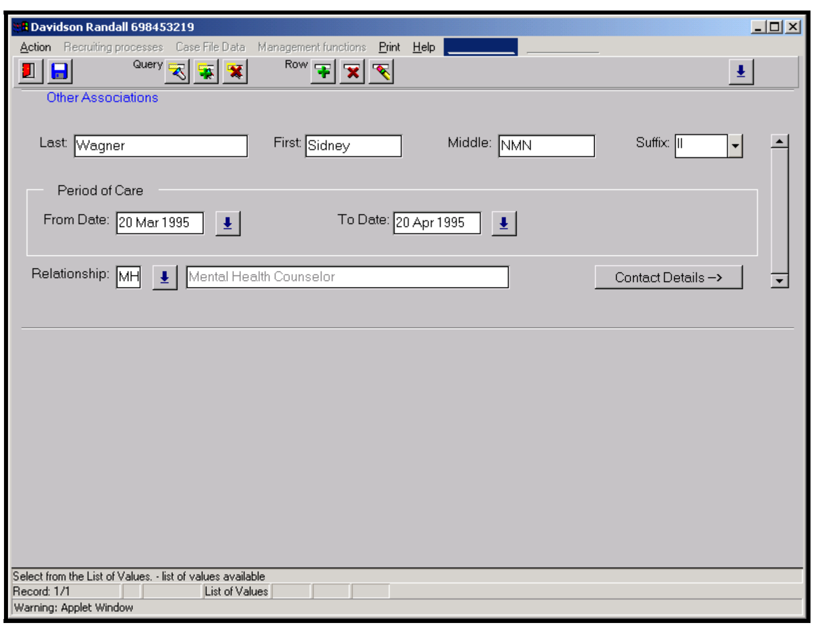


Figure 20-20, Personal References and Other Associates Screen

Parts of the Screen and Steps to Follow:

Other Associations Block

1. Last: Enter the counselor's last name; e.g., Wagner.

2. First: Enter the counselor's first name; e.g., Sidney.

3. Middle: Enter the counselor's middle name; e.g., NMN.

4. Suffix: Click the drop-down menu button to select the suffix, if applicable; e.g., II.

5. From Date: Enter the date the care began in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. To Date: Enter the date the care was ended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. Relationship: Click the LOV to select the type of relationship; e.g., Mental Health Counselor.

8. Click the "Save" button.

9. Click the "Contact Details" button to navigate to the *Contact Details Screen*. Complete all required information.

10. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire*.

Question #13: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**>, (Yes), press the <**TAB**> key to display the *Employment History Screen* (see sections 20.8.1.1 and 20.8.1.2).

Question #14: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Law Violations Screen* (see section 16.12.2).

Question #15: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *References Screen* (see section 20.12.4).

Question #16: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Law Violations Screen* (see section 16.12.2).

Question #17: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Law Violations Screen* (see section 16.12.2).

Question #18: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Law Violations Screen* (see section 16.12.2).

Question #19: Enter <**Y**> (Yes) or <**N**> (No).

Question #20: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Law Violations Screen* (see section 16.12.2).

Question #21: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the **<TAB>** key to display the *Drug Use Screen* (see section 16.11). View all illegal drug use information to ensure it matches what you have documented in this answer.

Question #22: Enter <**Y**> (Yes) or <**N**> (No).

Question #23: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #24: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), the *Select Occurrence Pop-Up Window* displays.

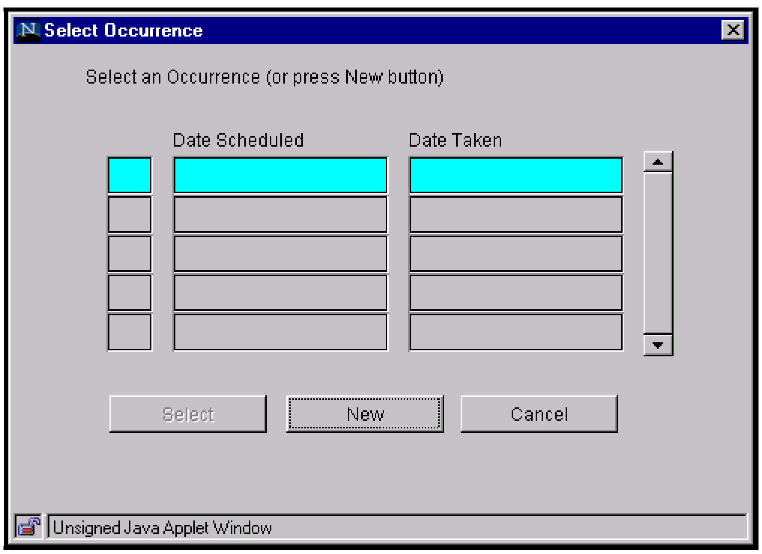


Figure 20-21, Select Occurrence Pop-Up Window

1. Click the "New" button to display the pop-up window shown below.

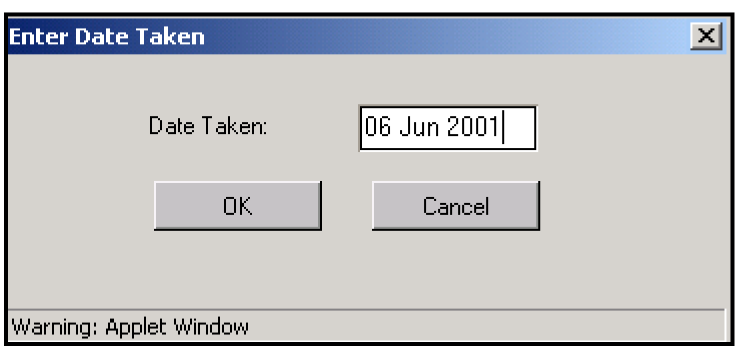


Figure 20-22, Enter Date Take Pop-Up Window

2. Enter the date in the DD MMM YYYY format, and then click the “OK” button.

3. The *Previous Security Clearance Interview* displays (see figure 20-22).

20.12.5 Previous Security Clearance Interview

NOTE: This interview contains four questions.

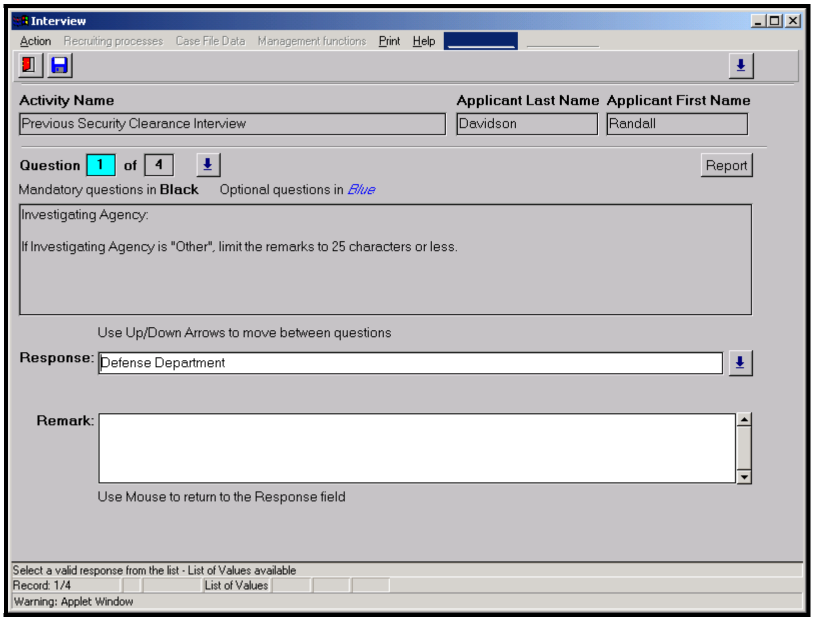


Figure 20-23, Previous Security Clearance Questionnaire

1. Questions #1 and #2: Click the LOV to select the response.

2. Questions #3 and #4: *(Optional)* Enter the dates in the DD MMM YYYY format.

3. Click the “Save” button, and then click the “Exit” button to return to the Security Questionnaire (Question #25).

Question #25: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If response is <**Y**> (Yes), the *Select Occurrence Pop-Up Window* displays (see figure 20-22).

Question #26: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #27: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #28: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #29: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #30: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #31: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Consumer and Personal Debt Screen* (see section 17.4)

Question #32: If <**N**> (No), press the <**Tab**> button to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Consumer and Personal Debt Screen* (see section 17.4).

Question #33: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), press the <**TAB**> key to display the *Financial and Civil Court Actions Screen* (see section 16.12.1).

Question #34: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #35: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the Remark field.

Question #36: Ensure you read this question carefully! Click the LOV to select a response; e.g., Yes or No.

Once you answer all questions, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.13 Relatives and Associates Workflow

Purpose: Allows you to record information on the applicant's relatives and associates.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*. (See section 17.5 for completion instructions.)

2. Verify all information or enter any changes you might have.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

20.14 Enlisted Program Films Workflow

Purpose: Allows you to document what films the applicant has watched prior to MEPS processing.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Enlisted Programs Films Interview*. (See section 16.15 for completion instructions.)

2. Validate or change your responses.

3. Once you provide all responses, a message displays “At Last Question”. Click the “OK” button to acknowledge the message.

4. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

20.15 Personal References and Other Associates Workflow

Purpose: Allows you to enter the applicant’s personal references for the SF 86 and completion of the Casefile Interview.

1. Click the “Run Screen” button to display the *Personal References & Other Associates Interview Screen*. (See section 20.12.4 for completion instructions).

2. Validate or change your responses.

3. Once the information has been recorded, click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

20.16 Application Preferences

Purpose: This interview allows you to enter the applicant’s availability dates, authorized pay grade and reason, and pre-approach remarks.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Application Preferences Screen*.

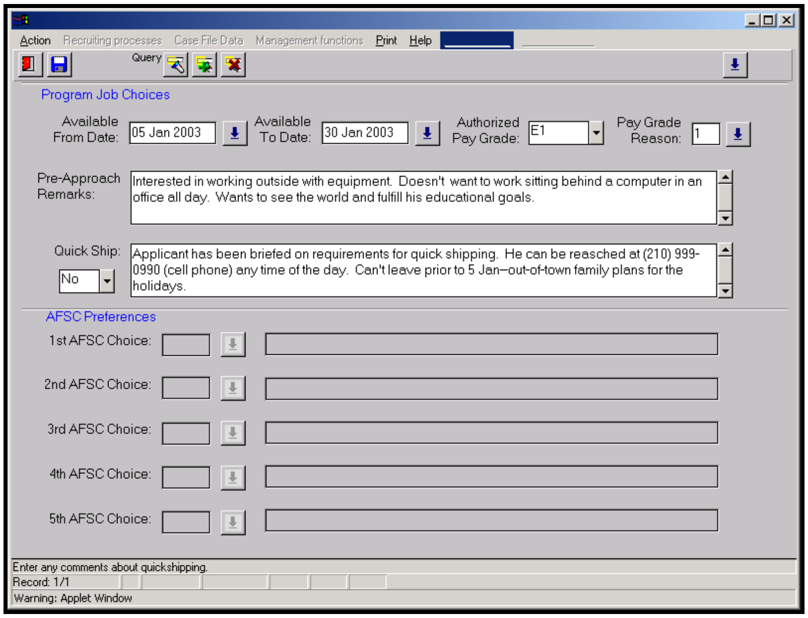


Figure 20-24, Application Preferences Screen

Parts of the Screen and Steps to Follow:

NOTE: The EA recruiter will only be able to enter information in the **Program Job Choices Block**.

Program Job Choices Block

2. Available From Date: Enter the earliest date the applicant is available to leave for BMT in the DD MMM YYYY format; e.g., 05 Jan 2003. Otherwise, click the LOV to select the date (AFRISS calendar).

3. Available To Date: Enter the latest date the applicant wants to leave for BMT; e.g., 30 Jan 2003.

4. Authorized Pay Grade: Click the drop-down menu button to select the authorized pay grade with which the applicant may enter the Air Force.

5. Pay Grade Reason: Click the LOV to select the reason the applicant is authorized to enter the Air Force at the authorized pay grade.

6. Pre-Approach Remarks**:** Enter information to assist the MEPS LNCO's in booking the applicant for a job. Useful information would be why the applicant is joining the Air Force, examples: "What benefits they want to take advantage of". "Does the applicant want a job where he or she can work inside or outside"? "Does the applicant want to work with people or equipment"? What does the applicant not want to do in the Air Force?

NOTE: You do not want to put anything in this block the applicant shouldn't see as it is printed on the AETC Form 1371.

7. Quick Ship: Enter <**Y**> (Yes) or <**N**> (No). If the response is "Yes," you must enter remarks. The remarks should indicate the applicant has been briefed on the requirements for quick shipping, a telephone number where the applicant can be reached if a quick ship position is available and how much notice is required by the applicant for a quick ship, and how long it would take the applicant to get to MEPS.

8. Once you enter the information, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

9. A message displays "This workflow is complete. Select another workflow or exit screen." Click the "OK" button to acknowledge the message, and the casefile workflow is done. You should not have to restart the workflow. Any changes needing to be made to the information previously entered can be accomplished via the Case File Data menu item.

21.0 RECORD ACTIONS–MANAGEMENT REVIEW

At times, the EA recruiter gets notified an applicant has a Management Review requiring your (flight chief's) acknowledgment. Check the "Due At My Level" filter on the *Select Applicant Screen*. Check the "Record Actions" for management reviews or you should print the daily planner (See Printing Management Reports). Figure 21-1 below is an example of the Daily Planner, "Due At My Level" portion, with examples of "Management Review Conducted" the recruiter must acknowledge within "Record Actions."

PERSONAL DATA - PRIVACY ACT OF 1974 (5 U.S.C. 552A)

Daily Planner - Saturday , 16 Dec 2000

vacant, NPS Recruiter Prepared: 16 Dec 2000 1202

Due At My Level

Due Date/Time	Name	Due Item	Home Phone	Work Phone
16 Dec 2000 1029	Smith, James	Management Review Conducted Recruiter Acknowledgment Required	Not Found	Not Found
16 Dec 2000 1029	Phillips, Howard	Management Review Conducted Recruiter Acknowledgment Required	615-898-0276	Not Found
16 Dec 2000 1132	Riley, Elizabeth	Follow-Up Scheduled	615-355-9834	Not Found
16 Dec 2000 1142	Louis, James	Management Review Conducted No Further Action Required	615-444-9745	Not Found
16 Dec 2000 1146	Green, Jamie	Management Review Conducted No Further Action Required	615-898-6621	Not Found
16 Dec 2000 1155	Riley, Elizabeth	Management Review Conducted No Further Action Required	615-355-9834	Not Found
16 Dec 2000 1156	Lytle, Kenneth	Management Review Conducted No Further Action Required	615-898-0987	Not Found
16 Dec 2000 1157	Thomas, Franklin	Management Review Conducted Recruiter Acknowledgment Required	615-890-5497	Not Found
16 Dec 2000 1158	White, Alice	Management Review Conducted No Further Action Required	615-890-6642	Not Found
16 Dec 2000 1159	Hamilton, Renee	Management Review Conducted Recruiter Acknowledgment Required	615-898-6223	Not Found
16 Dec 2000 1200	Louis, James	Management Review Conducted No Further Action Required	615-444-9745	Not Found
16 Dec 2000 1201	Porter, Bill	Management Review Conducted Recruiter Acknowledgment Required	615-898-1256	Not Found

Figure 21-1, Recruiter's Daily Planner

1. Notice in figure 21-1 above, there are two types of management reviews: "Recruiter Acknowledgement Required" and "No Further Action Required." Both require that you acknowledge the management review, but the "Recruiter Acknowledgment Required" requires a response be sent back to the level, which initiated the Management Review.

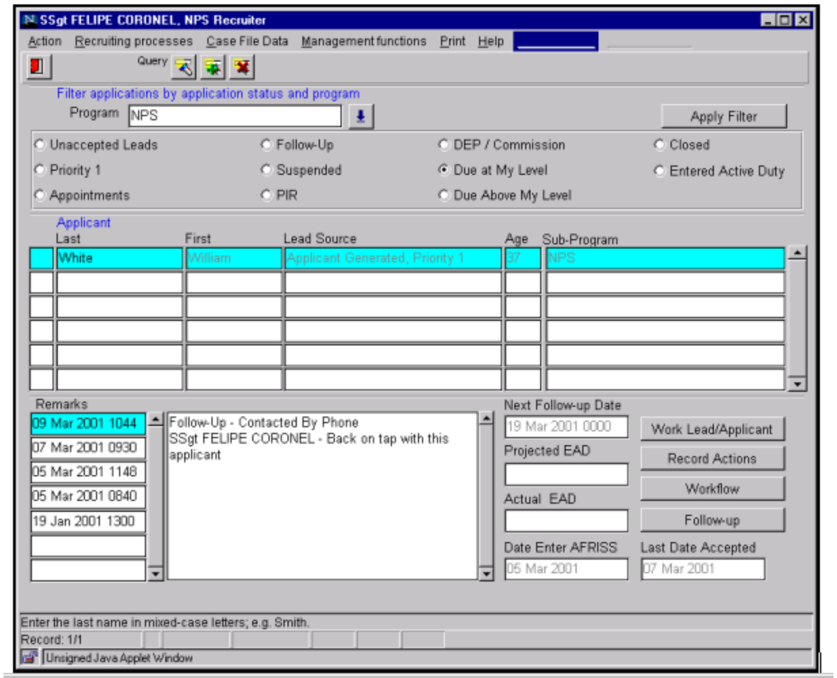


Figure 21-2, Select Lead/Applicant Screen

2. Figure 21-2 above is the *Select Lead/Applicant Screen* with the "Due At My Level" filter applied. Select the applicant and click the "Record Actions" button.

21.1 Recruiter Acknowledgement Required

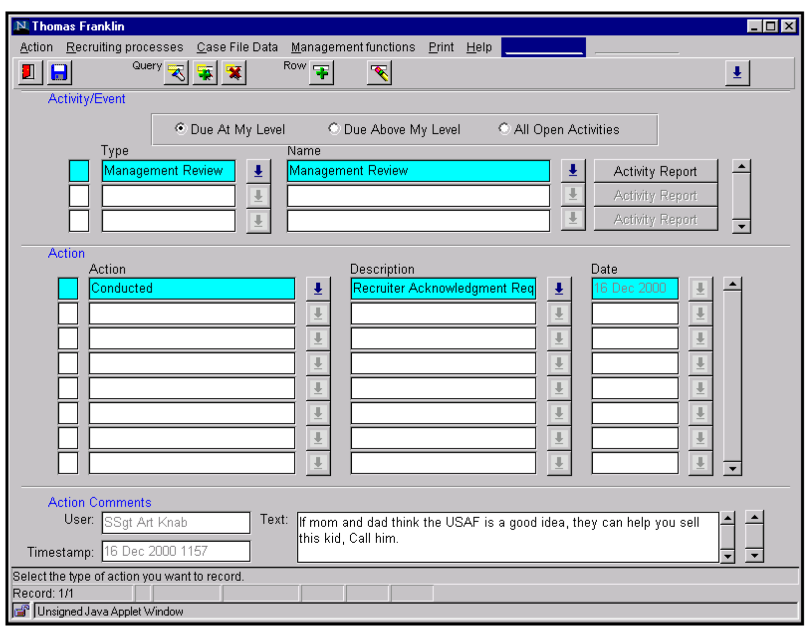


Figure 21-3, Record Actions Screen (Recruiter Acknowledgement Required)

1. Figure 21-3 (previous page) is an example of the *Record Actions Screen* where the flight chief has sent a Management Review on an applicant requiring you to acknowledge. Place the cursor in the next available Action field.

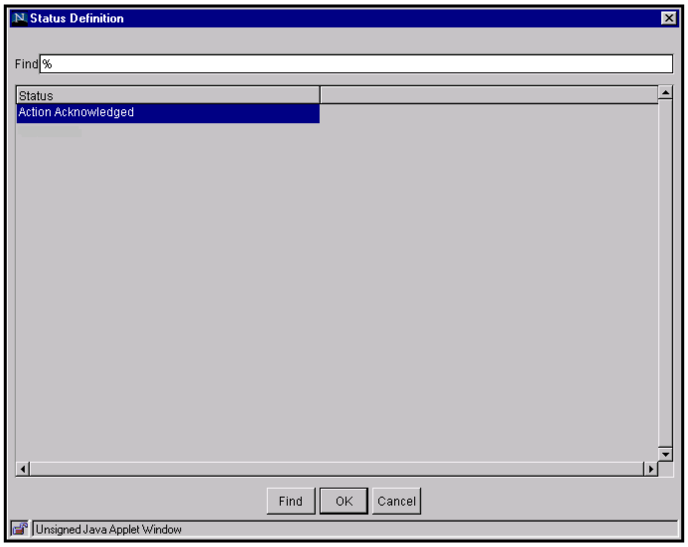


Figure 21-4, Action Acknowledged

2. Click (highlight) the "Action Acknowledged," and click the "OK" button.

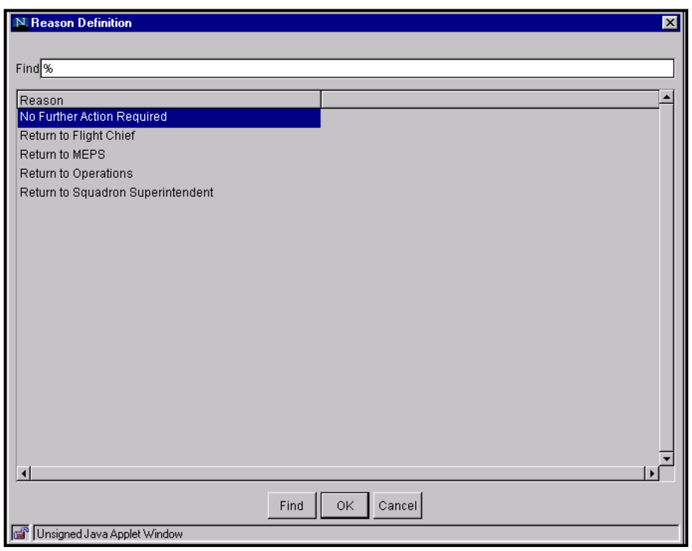


Figure 21-5, Management Review (Required Action)

3. Click (highlight) where the management review is to be returned to, and click the "OK" button to select. **IMPORTANT: WHEN IN DOUBT ABOUT WHO INITIATED THE MANAGEMENT REVIEW, RETURN IT TO THE FLIGHT CHIEF. THE FLIGHT CHIEF CAN ALSO RETURN IT TO THE INITIATING LEVEL. YOU SHOULD NEVER SELECT "NO FURTHER ACTION" WHEN THE MANAGEMENT REVIEW HAS A "RECRUITER ACKNOWLEDGEMENT REQUIRED."**

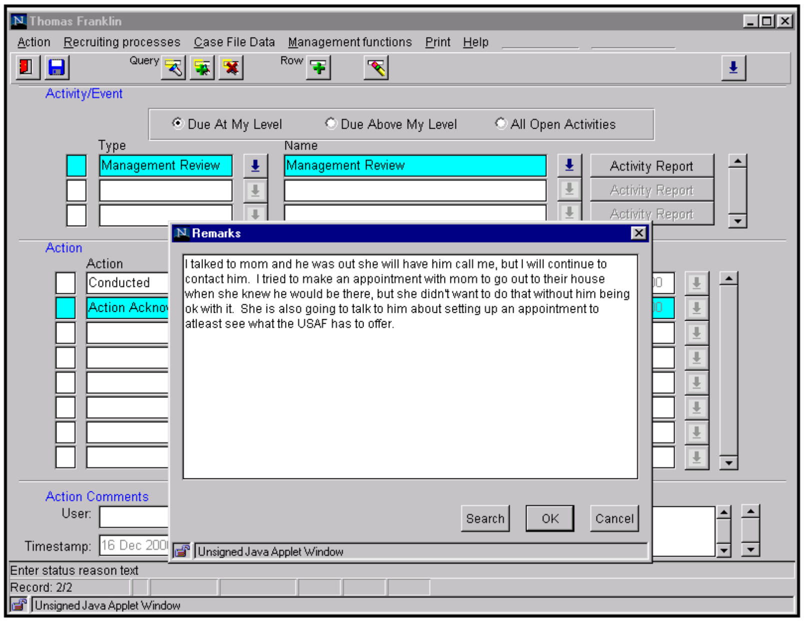


Figure 21-6, Remarks Editor Box

4. Once you enter the remarks, click the “OK” button.

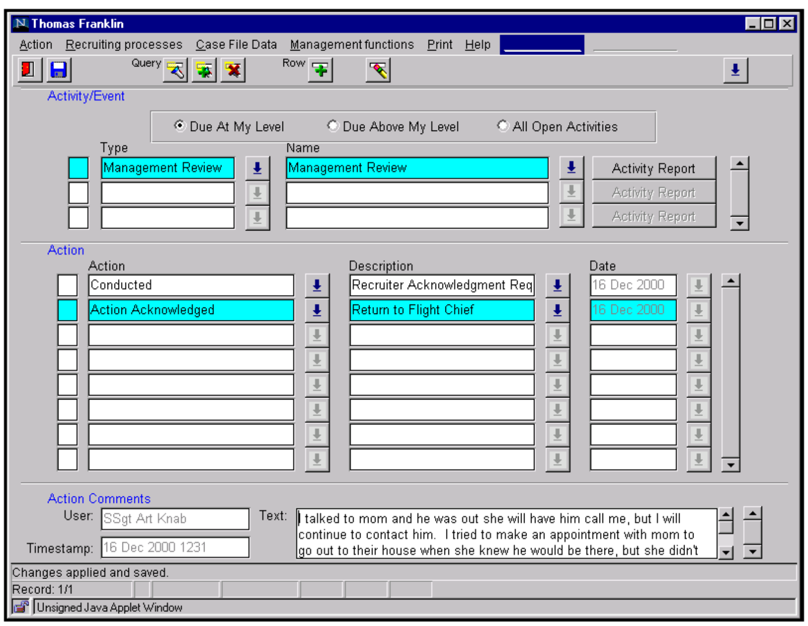


Figure 21-7, Record Actions Screen (Management Review)

5. Click the “Save” button to commit to the Management Review, and then click the “Exit” button to return to the previous screen.

21.2 No Further Action Required

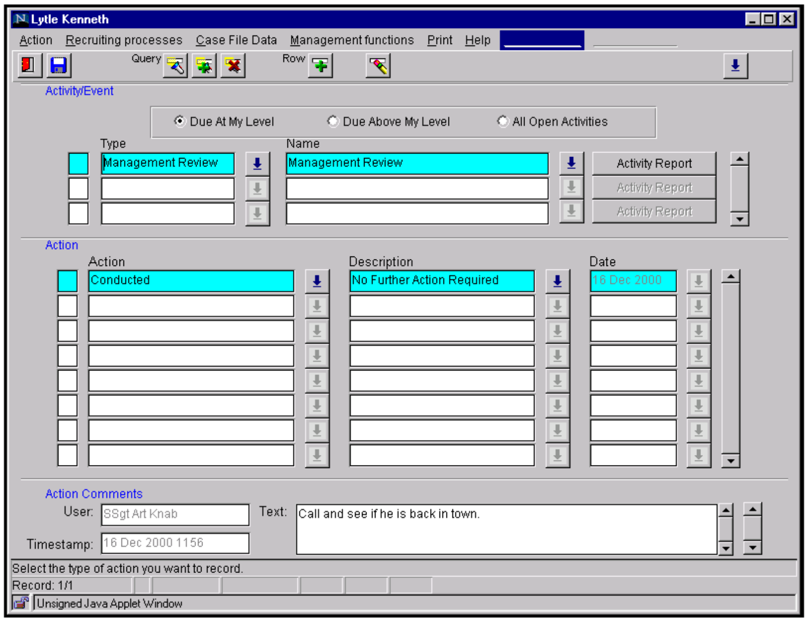


Figure 21-8, Record Actions Screen (No Further Action Required)

1. Figure 21-8 above is an example of the *Record Actions Screen* where the flight chief has sent a Management Review on an applicant in which no response is required. Place the cursor in the next available <u>Action</u> field.

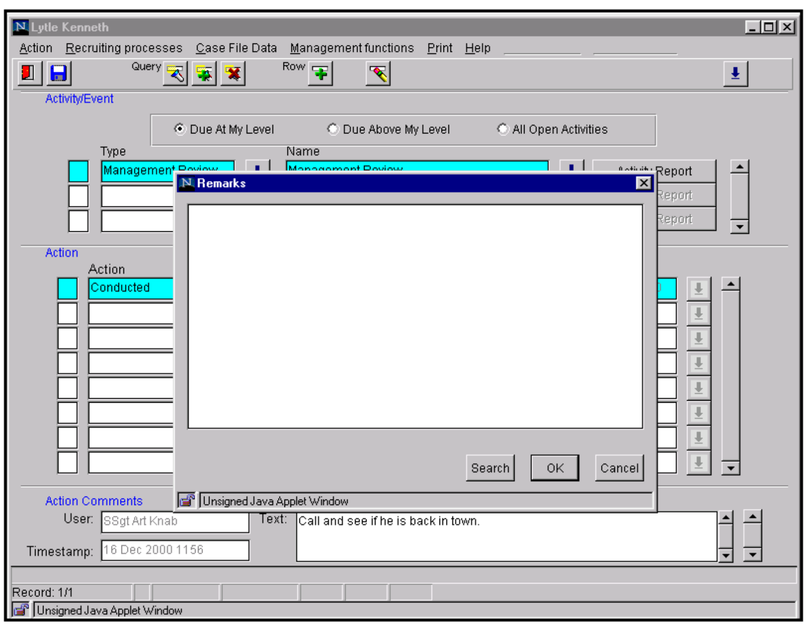


Figure 21-9, Remarks Editor Box

2. Enter a remark acknowledging the initiator's remarks or comments have been reviewed, and then click the "OK" button.

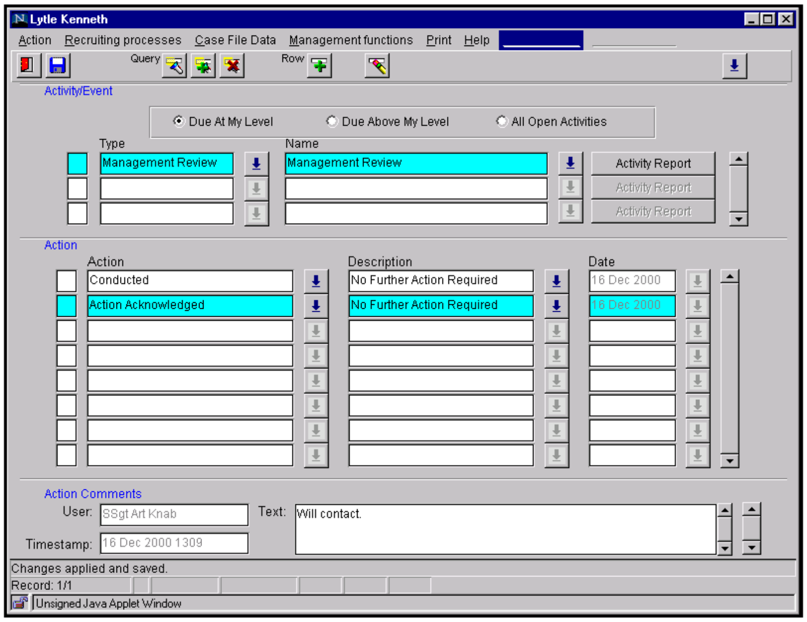


Figure 21-10, Record Actions Screen (Management Review—Complete)

3. Click the “Save” button, and then click the “Exit” button to return to the previous screen.

22.0 MANAGE SCHOOL AND MEDIA PROGRAMS

Purpose: Allows you to claim ownership of schools and media organizations.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiting Activities**>

3. Then, click <**Manage School/Media Programs**> to display the *School/Media Assignment Screen*.

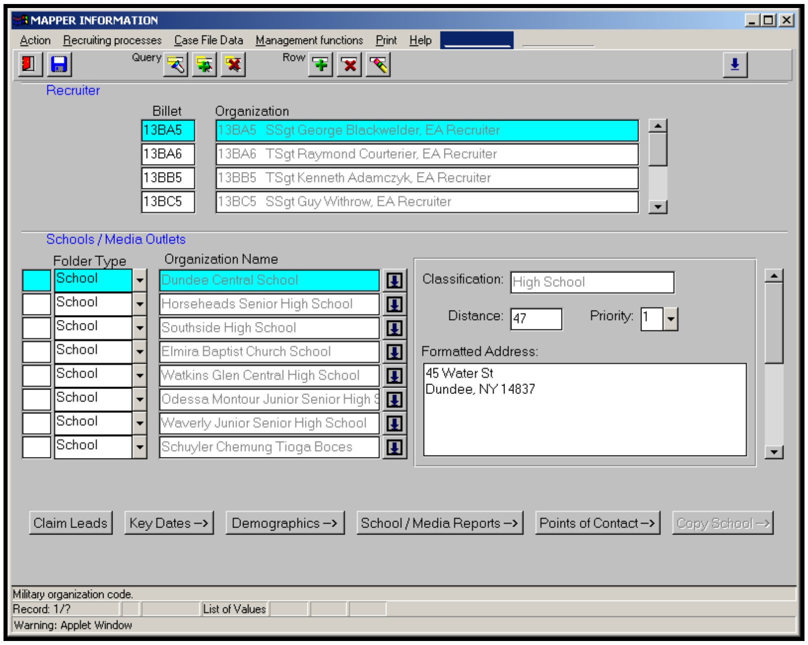


Figure 22-1, School/Media Assignment Screen

Parts of the Screen:

Recruiter Block (For information purposes only and selection of lower billets in the hierarchy).

1. Billet: Identifies the choice of billets to be selected.

2. Organization: Displays the office billet, the name of the occupant of the billet and the role.

Schools/Media Outlets Block

3. Folder Type: Displays the organization type; e.g., School or Media.

4. Organization Name: Displays the name of the school or media organization.

5. "Select Organization" button: Click this button to navigate to the *Select Organization Screen*.

6. Classification: Displays the sub-type of the organization selected; e.g., High School, Vo-Tech, TV, Radio.

7. Distance: Displays the distance, in miles, the organization is from the owning billet.

8. Priority: Displays the priority of the organization.

9. Formatted Address: Displays the address of the selected organization.

22.1 Claiming a School Organization

1. Click the drop-down menu button to the right of the next available Folder Type field.

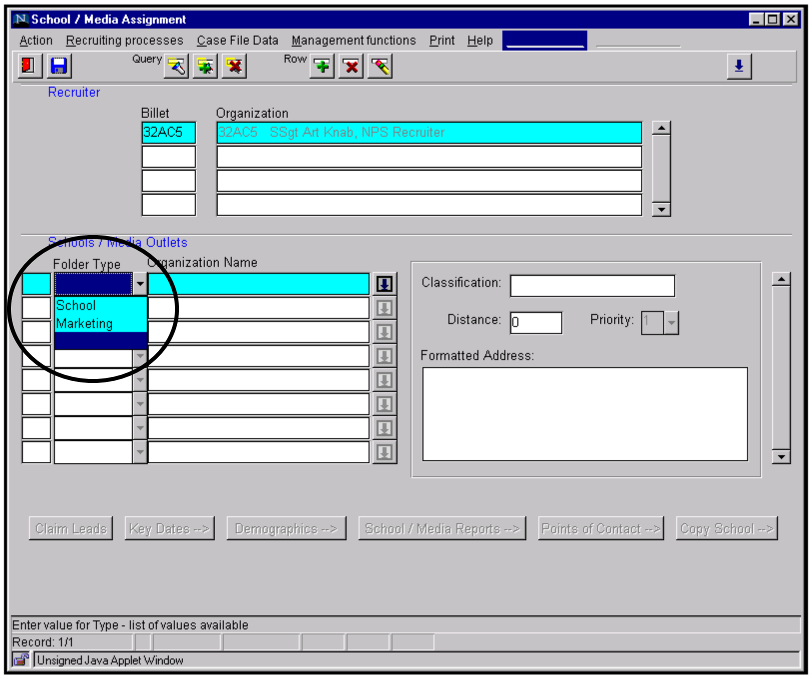


Figure 22-2, School/Media Assignment Screen (Select Folder Type)

2. Highlight the school folder type for the organization for which ownership is going to be claimed; e.g., School or Marketing.

3. Click the "Select Organization" button to the right of the Organization Name field to navigate to the *Select Organization Screen*. (See Selecting an Organization.) Once query is complete, click on your selection, and then click the "Select" button. The information generates in the *School/Media Assignment Screen*.

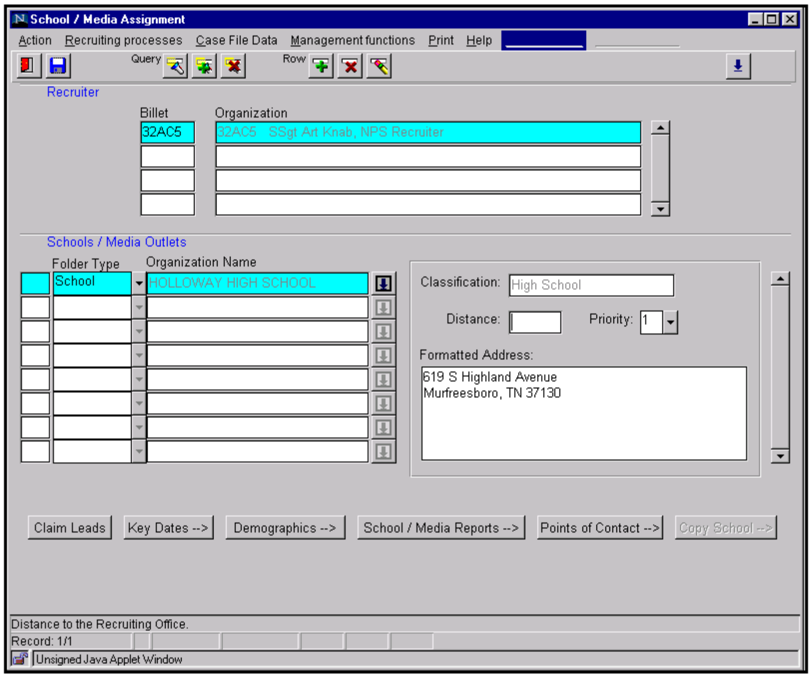


Figure 22-3, School/Media Assignment Screen (Query Complete)

4. Classification: Automatically generates.

5. Distance: Enter the distance from the Air Force Recruiting Office to the organization and press the <**Tab**> key.

6. Priority: Enter a valid priority for the organization. Otherwise, click the drop-down menu button to the right of the Priority field to select a valid priority; e.g., 1, 2, or 3. Follow HQ AFRS' policies when determining the school priorities.

7. Formatted Address: Automatically generates.

8. Click the "Save" button to commit ownership of the organization.

22.2 Claim Leads

1. Click the "Claim Leads" button to accept all ASVAB and lead lists which belong to the school you have claimed.

22.3 Key Dates

1. Click the "Key Dates" button to display the *School Key Dates Screen*.

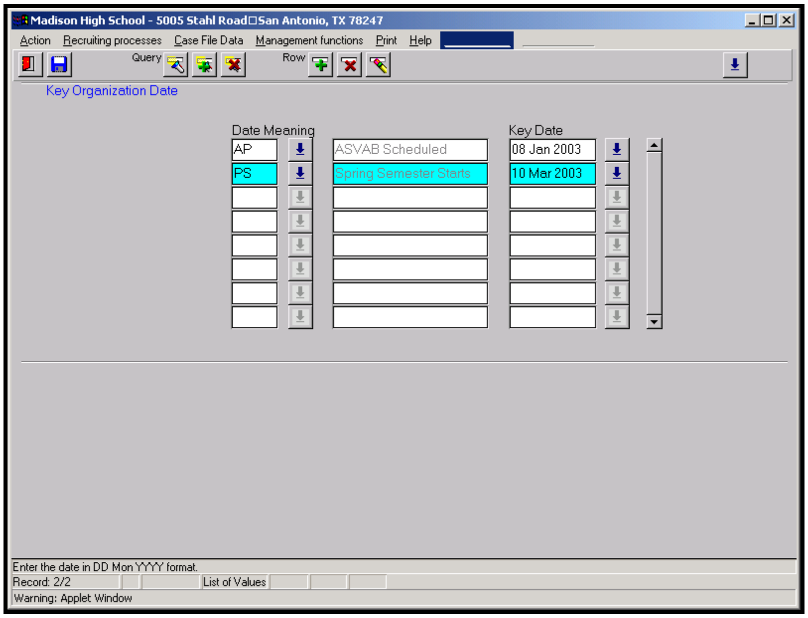


Figure 22-4, School Key Dates Screen

2. Date Meaning: Click the LOV to display a list of meanings, click your choice, and then click the "OK" button. Press the <**Tab**> key to navigate to the next field.

3. Key Date: Enter the date the event is scheduled in the DD MMM YYYY format; e.g., 10 Mar 2003. Otherwise, click the LOV to select the date (AFRISS calendar).

4. Click the "Save" button to commit the key date. Select the next available row to add another key date.

22.4 School Demographics

1. Click the "Demographics" button to display the *Demographics Screen*.

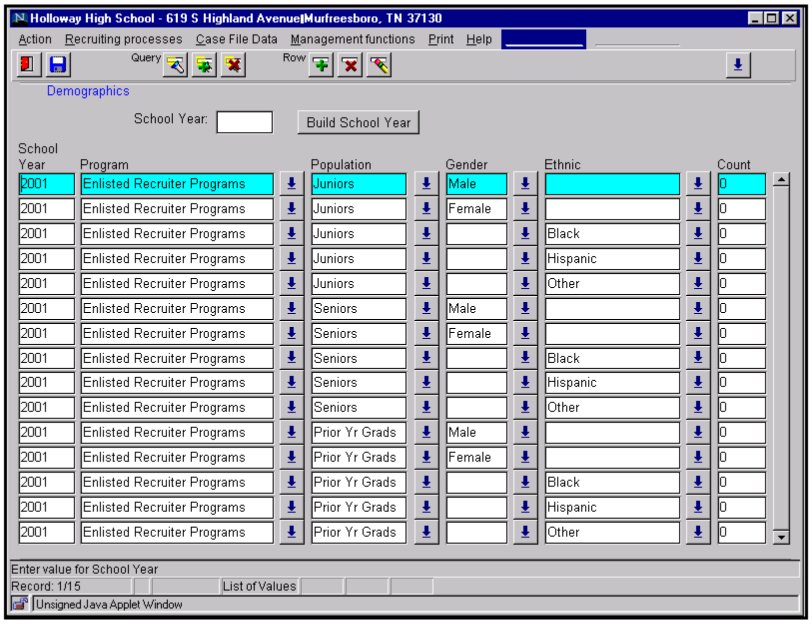


Figure 22-5, Demographics Screen (Entire 2001 School Year)

2. School Year: Allows you to enter the school year to build.

3. "Build School Year" button: Once you enter the school year, click this button to build all the records required to complete the market survey.

4. School Year: Enter the year in the field and press the <**Tab**> key.

5. Program: Click the LOV to select the program; e.g., Enlisted Recruiter Programs.

6. Population: Click the LOV to select the population group; e.g., Juniors.

7. Gender: Click the LOV to select the gender; e.g., Male or Female. Press the <**Tab**> key to leave it blank.

8. Ethnic: Click the LOV to select a valid ethnic group; e.g., Black, Hispanic or Other. Press the <**Tab**> key.

9. Count: Enter the number students that fall into the category.

10. Click the "Save" button, and then click the "Exit" button.

11. Once you have completed the demographic information for the select school and school year, and the records are committed, click the "Exit" button.

22.5 School/Media Reports

Refer to Marketing Reports (see section 28.0).

22.6 Points of Contact

1. Click the "Points of Contact" button to display the *Points of Contact Screen.*

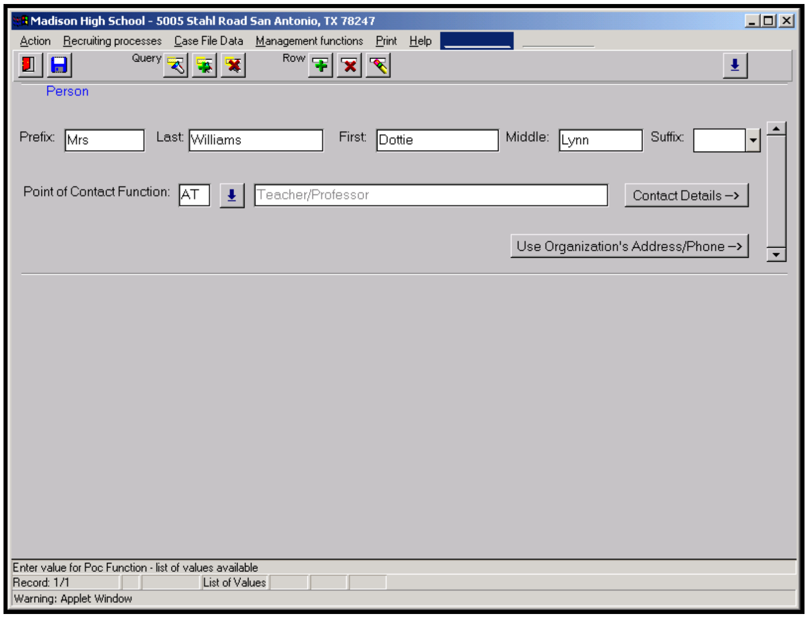


Figure 22-6, Points of Contact Screen

22.6.1 Adding School/Marketing Points of Contact

1. Prefix: Enter the applicable prefix for the contact; e.g., Mr., Mrs., Dr. If unknown or none, leave it blank.

2. Last: Enter the contact's last name. If unknown or none, leave it blank.

3. First: Enter the contact's first name. If unknown or none, leave it blank.

4. Middle: Enter the contact's middle name. If unknown or none, leave it blank.

5. Suffix: Click the drop-down menu button to select a valid prefix; otherwise, if unknown or none leave it blank.

6. Point of Contact Function: Click the LOV to select the contact's function from the LOV, and click the "OK" button.

7. Click the “Use Organization’s Address/Phone” button or click the “Contact Details” button to add the address and telephone information for the contact if it is different than the organization’s address and telephone number.

8. Click the “Save” button, and then click the “Exit” button.

23.0 DOCUMENT RECRUITER ACTIVITIES

Purpose: Allows you to schedule, plan and document recruiting activities and create a lead list.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then, click <**Document Recruiting Activities**> to display the *Event Description Screen*.

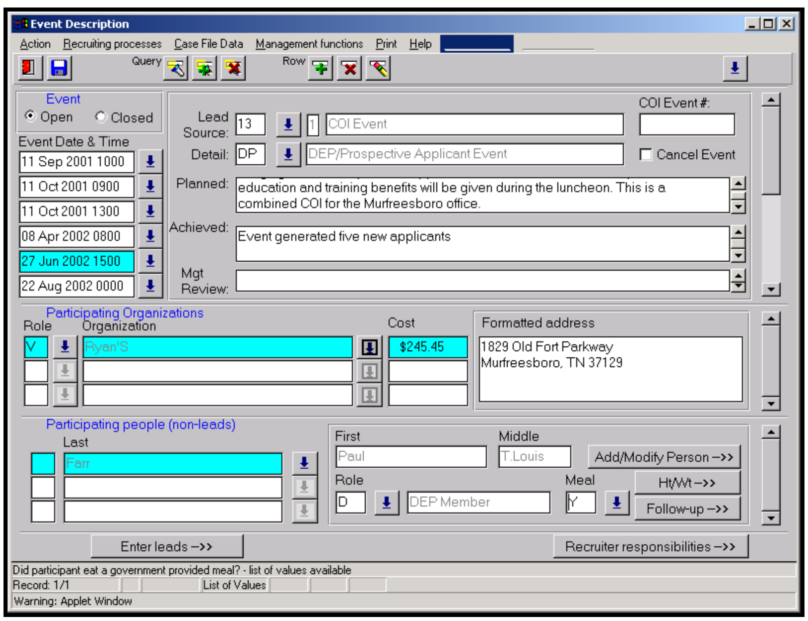


Figure 23-1, Event Description Screen

Parts of the Screen and Steps to Follow:

Event Block

4. <u>“Open” radio button</u>: Click this button to display open events.

5. <u>“Closed” radio button</u>: Click this button to display closed events. Closed events are events in which the achieved information has been entered and all of the leads entered against the event have been accepted.

6. Event Date and Time: Enter the date and time the event is scheduled in DD MMM YYYY HHMM format; e.g., 27 Jun 2002 1500. Queries are allowed!

Example of Date and Time Queries

Format	**Explanation**
27 Jun 2002 1500	Queries for a specific date and time
27 Jun 2002%	Queries for all events planned on a specific date
%Jun 2002%	Queries for all events planned for a specific month and year

7. Lead Source: Click the LOV to select a valid source; e.g., 13 (Center of Influence [COI] Event).

8. Details: Click the LOV to select a valid detail; e.g., DP (DEP Prospective Applicant event). The details will be specific to the selected lead source.

9. COI Event #: Enter the event number for the planned COI event.

10. "Cancel Event" check box: Check the box when the planned event was not accomplished.

11. Planned: Enter the plan for the event and what should be accomplished during the event; e.g., Conduct DEP COI at Ryan's Family Steakhouse.

12. Achieved: After the event has been accomplished, enter what actually happened during the event. If the event was canceled, enter the reason the event was canceled; e.g., Event generated five new applicants.

13. Mgt Review: Allows the flight chief to enter comments regarding the event.

Participating Organizations Block

14. Role: Click the LOV to select a valid role for the event based on the Lead Source. Valid Roles are listed in table 23-1 below.

Code	**Role**
E	School
S	Sponsor
V	Vendor
L	Location

Table 23-1

15. <u>Organization</u>: Click the LOV to select the participating organization from the *Select Organization Screen* (see section 16.7 for completion instructions). Schools and Marketing Events only allow you to select organizations you claim.

16. <u>Cost</u>: When the selected role is "Vendor," enter the amount paid to the vendor; e.g., $245.45

17. <u>Formatted Address</u>: Displays the formatted address of the select organization.

Participating People (Non-Leads) Block

18. <u>Last</u>: Click the LOV to select from a list of participants based on the lead source (if applicable). Once you click the LOV, click the individual's name, and then click the "OK" button.

19. <u>First</u>: Displays the first name of the selected participant.

20. <u>Middle</u>: Displays the middle name of the selected participant.

21. <u>Role</u>: Click the LOV to select a valid role; e.g., D (DEP member).

22. <u>Meal</u>: For COI events, click the LOV to indicate whether or not the participant had a meal.

23. <u>"Add/Modify Person" button</u>: Click this button to enter participants not associated with a school and marketing organization, not a lead, applicant or DEPPER; e.g., military members and spouses.

24. <u>"Ht/Wt" button</u>: Click this button to document the height and weight of the participant (when the lead source is a DEP Commanders Call and the participant is a DEPPER).

25. <u>"Follow-Up" button</u>: Click this button to document a follow up with the participant (when the lead source is a DEP Commanders Call and the participant is a DEPPER).

26. <u>"Enter Leads" button</u>: Click this button to enter leads generated from the event.

27. <u>"Recruiter Responsibilities" button</u>: Click this button to display the *Add/Adjust Participating Recruiters Screen* to invite another recruiter within you flight to the event.

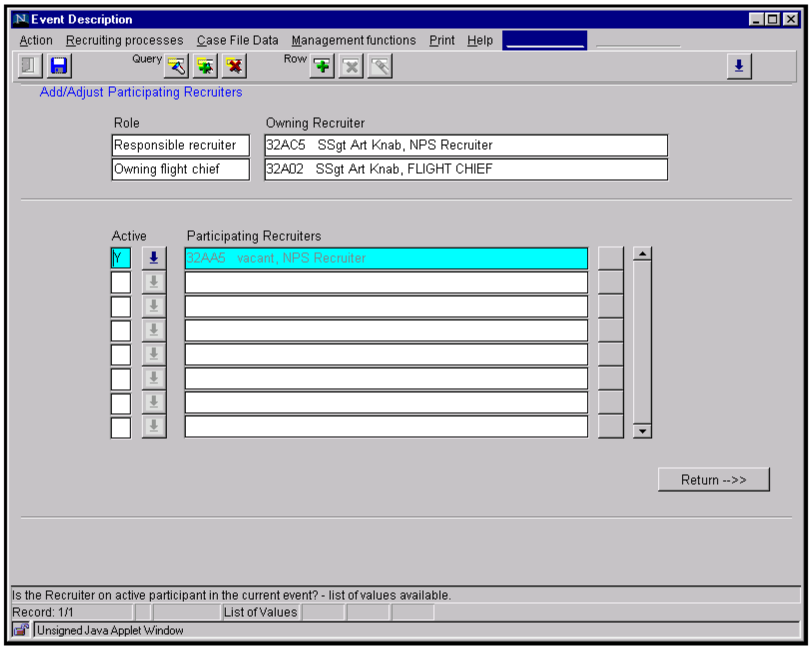


Figure 23-2, Add/Adjust Participating Recruiters

24.0 WORK ALTERNATE OFFICE LEADS/APPLICANTS

Purpose: Allows you to select the billet (office) where you have been assigned as an alternate.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Then, click <**Work Alternate Office Leads/Applicants**> to display the *Work Other's Leads/Applicants Screen*.

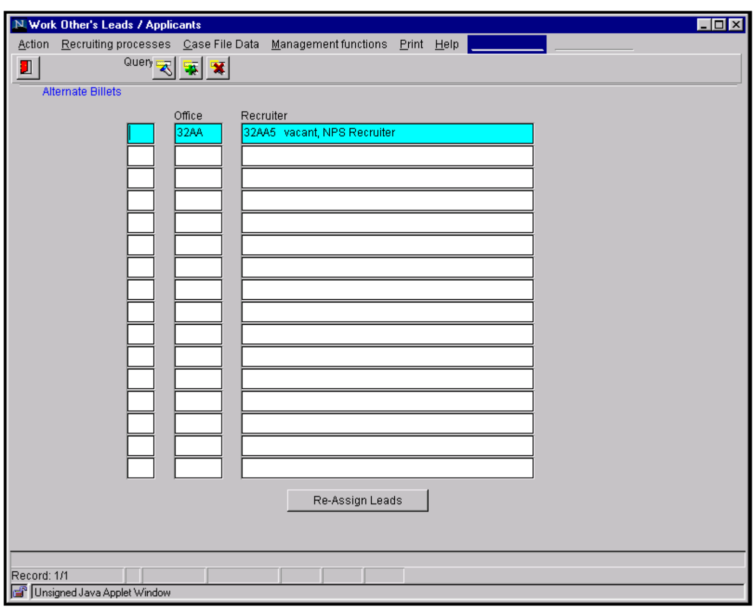


Figure 24-1, Work Other's Leads/Applicants Screen

3. Click on the billet you have been assigned to work in the absence of the assigned recruiter or when an office is vacant. Once the billet is selected, you can then use AFRISS normally. To continue working your assigned billet, click the “Return” button return to the *Events Description Screen*.

4. Click the “Save” button, and then click the “Exit” button to return to the *Select Lead/Applicant Screen*.

25.0 PRINTING FORMS

Purpose: Allows you to select and print forms used in the applications.

Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Select Leads/Applicants**>.

4. Click (highlight) the desired applicant.

5. From the <**Print**> menu item, click <**Forms**> to display the *Forms Screen*.

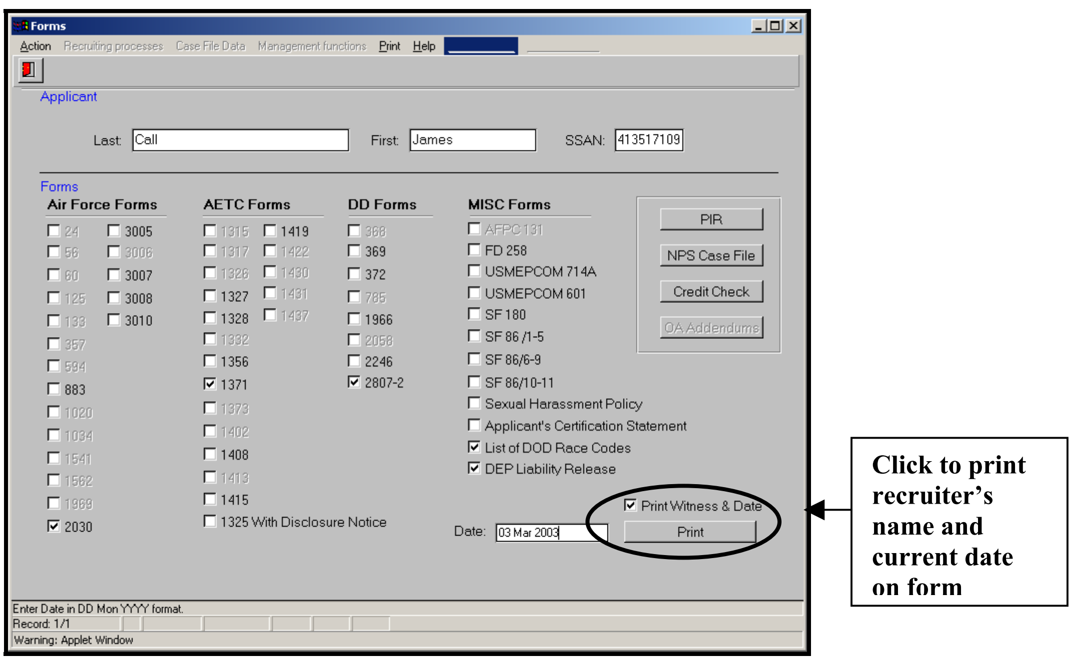


Figure 25-1, Forms Screen

NOTE: Only forms pertinent to the program are in boldface.

6. <u>“PIR” button</u>: Click this button to select the forms necessary for a PIR.

7. “NPS Case File” button: Click this button to select the forms necessary for a case file.

8. “Credit Check” button: Click this button to selects the forms to be used in a credit check.

9. “OA Addendums” button: Not applicable.

10. “Checking the “Print Witness & Date” checkbox: Click this checkbox to print the recruiter’s name and current date on the forms. (See figure 25-1.)

11. Check the desired box and click the “Print” button.

12. Once you select the form(s), Adobe Acrobat displays the form on the screen. To print the actual form, you must click the “Print” button in Adobe Acrobat once the form is displayed.

13. To exit Adobe Acrobat, click the “X” in the upper right-hand corner of the *Adobe Acrobat Screen* to return to the *Forms Screen*.

14. Click the “Exit” button to return to the *Select Leads/Applicants Screen*.

26.0 APPLICANT REPORTS

Purpose: Allows you to review and print reports about a selected applicant.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen*.

4. Program: Click the LOV to select the program; e.g., NPS.

5. Click the desired radio button; e.g., PIR.

6. Click (highlight) the desired applicant.

7. While in the *Select Leads/Applicants Screen*, click <**Print**> (top toolbar).

8. Then, click <**Applicant Reports**> to display the *Applicant Reports Screen*.

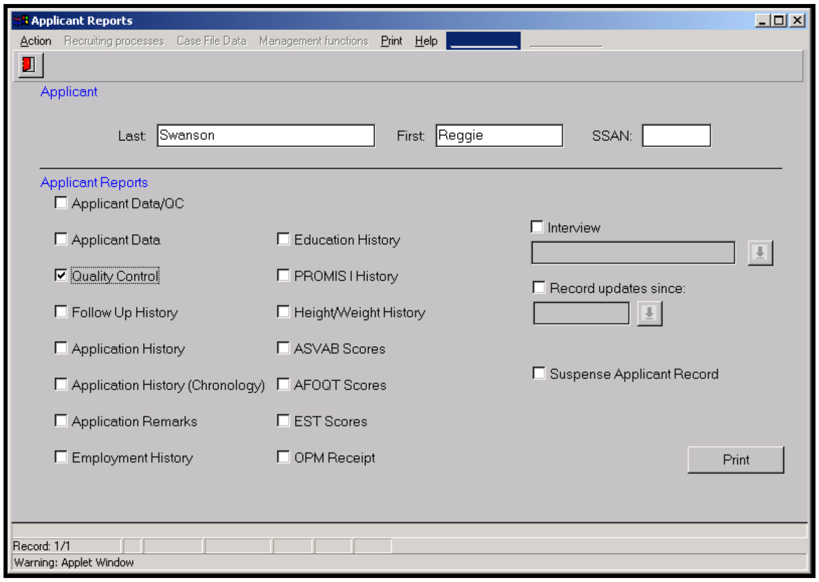


Figure 26-1, Applicant Reports Screen

Applicant Block

9. The Last, First and SSAN fields (if previously entered) automatically generate.

Applicant Reports Block

10. Click the box to choose one of the following applicant reports.

11. Once you make your selection(s) click the "Print" button.

- Applicant Data/QC: Print a detailed applicant data report for MEPS to validate an applicant's qualifications against his or her job.

- Applicant Data: Print a basic report of data gathered about the selected applicant to include the MEPS physical results.

- Quality Control: Print a QC check of the selected person's application. This check will validate all required data has been gathered for the security interview export and all required casefile questions have been answered.

- Follow Up History: Print the history of every action taken on the selected applicant.

- Application History: Print the application history grouped by activity.

- Application History (Chronology): Does the same thing as the report above except it lists all actions chronologically.

- Application Remarks: Shows all actions taken on the selected applicant where comments have been entered (e.g., follow up, waiver processing, MEPS processing).

- Employment History: Shows a chronological listing of all employment records entered on the selected applicant.

- Education History: Shows a chronological listing of all employment records entered on the selected applicant.

- Procurement Management Information System (PROMIS) I History: Pulls report of all information in PROMIS I. PROMIS I is the Air Force Personnel Center's personnel records.

- Height & Weight History: Shows a chronological listing of all height and weight records entered on the selected applicant.

- ASVAB Scores: Displays the ASVAB scores.

- AFOQT Scores: Not applicable.

- Enlistment Screening Test (EST) Scores: Displays the EST scores.

- Office of Personnel Management Receipt: Not applicable.

12. The report you selected is triggered in Adobe Acrobat.

13. Click the Printer icon in Adobe Acrobat to print your report.

14. Click the "X" in the top right-hand corner of the report to return to the *Applicant Reports Screen*.

15. Click the "Exit" button to return to the *Select Leads/Applicants Screen*.

27.0 ZONE MARKET SURVEY DATA SCREEN

Purpose: This functionality was developed to provide recruiters with the ability to collect data used to complete the Air Education and Training Command (AETC) Form 1389, Market Survey. Prior to releasing this functionality, the information for the Zone Market Survey was not stored in the AFRISS database.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then, click <**Zone Market Survey Data**> to display the *Zone Market Survey Data Screen*.

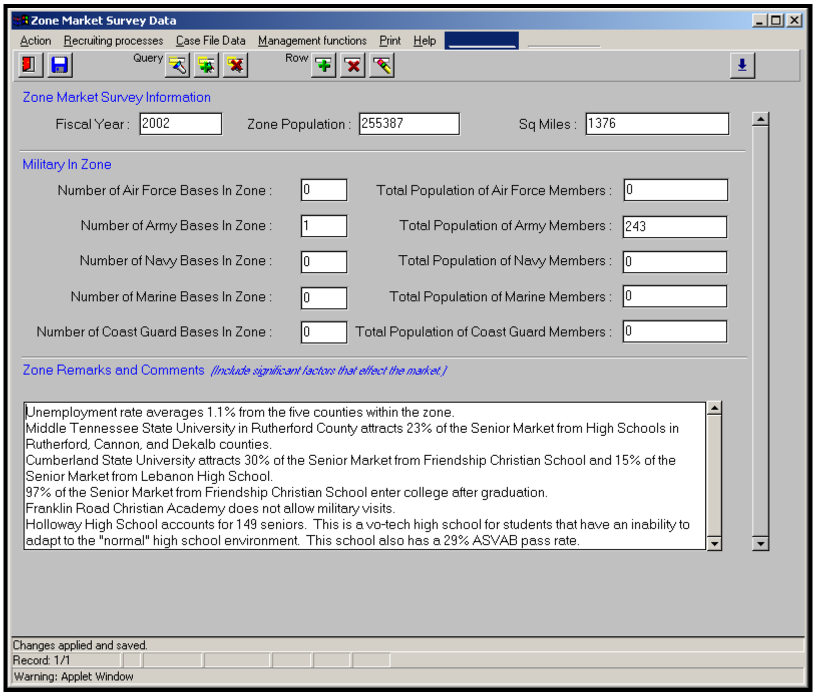


Figure 27-1, Zone Market Survey Data Screen

Parts of the Screen and Steps to Follow:

Zone Market Survey Information Block

4. <u>Fiscal Year</u>: Enter the fiscal year for which this data is being collected in the YYYY format; e.g., 2002.

5. <u>Zone Population</u>: Enter the population of the zone for that billet; e.g., 255387.

6. <u>Square (Sq) Miles</u>: Enter the total sq miles covered by the billet's zone; e.g., 1376.

Military in Zone Block

7. <u>Number of Air Force Bases In Zone</u>: Enter number of Air Force bases in the billet's zone; e.g., 1.

8. <u>Total Population of Air Force Members</u>: Enter total number of Air Force members within the billet's zone; e.g., 345.

9. <u>Number of Army Bases In Zone</u>: Enter number of Army bases in the billet's zone; e.g., 2.

10. Total Population of Army Members: Enter total number of Army members within the billet's zone; e.g., 4328.

11. Number of Naval Bases In Zone: Enter number of Navy bases in the billet's zone; e.g., 1.

12. Total Population of Navy Members: Enter total number of Navy members within the billet's zone; e.g., 2000.

13. Number of Marine Bases In Zone: Enter number of Marine bases in the billet's zone; e.g., 1.

14. Total Population of Marine Members: Enter total number of Marine members within the billet's zone; e.g., 956.

15. Number of Coast Guard Bases In Zone: Enter number of Coast Guard bases in the billet's zone; e.g., 1.

16. Total Population of Coast Guard Members: Enter total number of Coast Guard members within the billet's zone; e.g., 123.

Zone Remarks and Comments Block

17. Enter information pertaining to the billet's zone, including information having an impact on the zone's market; e.g., employment rates, colleges and universities. Some sample remarks are as follows:

- Unemployment rate averages 1.1% from the five counties within the zone.
- Middle Tennessee State University in Rutherford County attracts 23% of the high school senior market from Rutherford, Cannon, and Dekalb Counties.
- Cumberland University attracts 30% of the senior market from Friendship Christian School and 15% of the senior market from Lebanon High School.
- Franklin Road Christian Academy does not allow military visits.
- Holloway High School is a vo-tech high school for students not having the ability to adapt to the "normal" high school environment. The senior population is 149.

18. Once you enter the data, click the "Save" button, and then click the "Exit" button.

28.0 MARKETING REPORTS

Purpose: Allows you to select a marketing report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Then, click <**Marketing Reports**>.

3. Click (highlight) the desired program; e.g., Enlisted Recruiter Programs.

4. Click the "OK" button to display the *Marketing Reports Selection Screen*.

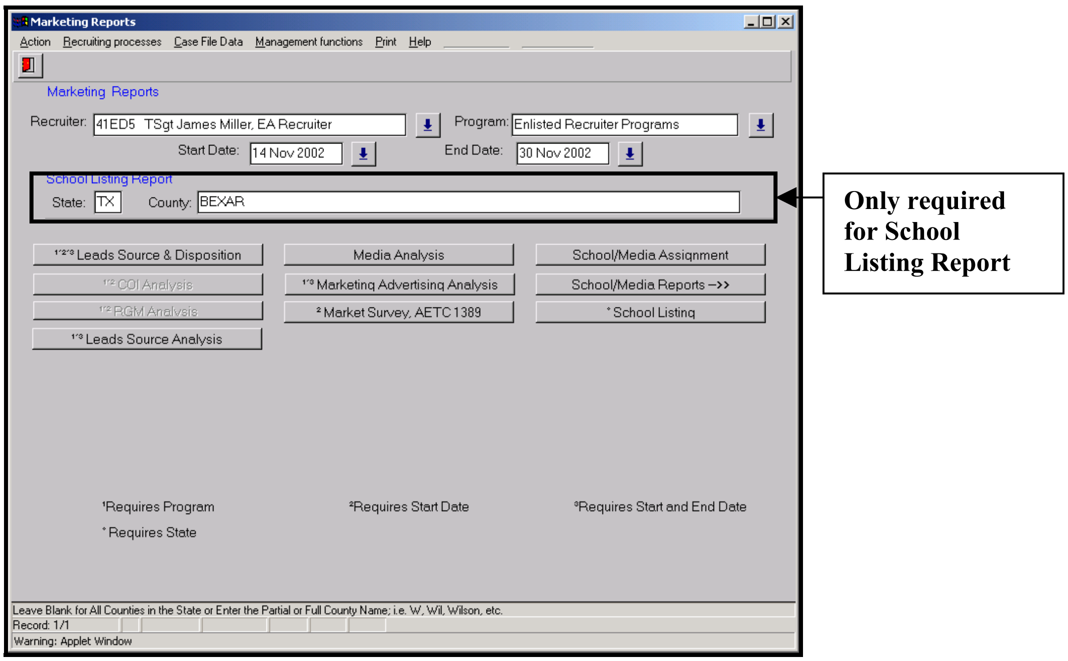


Figure 28-1, Marketing Reports Selection Screen

Parts of the Screen and Steps to Follow:

Marketing Reports Block

5. <u>Recruiter</u>: Automatically displays recruiter's information; however, if you are at the flight chief or above level, click the LOV to make your selection.

6. <u>Program</u>: Automatically displays. If you would like to change the program, click the LOV.

7. <u>Start Date</u>: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV (AFRISS calendar).

School Listing Report Block (Not applicable unless used for School Listing Report)

9. State: Enter the two-letter abbreviation for the state; e.g., TX.

10. County: Leave blank for all counties within the state; otherwise, enter the partial or full name of the county; e.g., Bexar.

Other Reports

11. "Leads Source and Distribution" button: Lead source breakout--number of leads by event.

12. "COI Analysis" button: Number of leads generated by COI—number breakdown to cost.

13. "RGM Analysis" button: Breakdown of RGM sent to leads received—disposition of leads sent RGM.

14. "Leads Source Analysis" button: Breakdown of all lead sources of leads received.

15. "Media Analysis" button: Displays media events.

16. "Marketing Advertising Analysis" button: Interest/Information supplied by recruiters in CCMAPPEDDS.

17. "Market Survey, AETC 1389" button: Can only be printed at the recruiter level.

18. "School/Media Assignment" button: Listing of all school/media outlets.

19. "School/Media Reports" button: Reports for each school/media outlet.

20. "School Listing" button: Listing of schools by state and county.

21. Once you select the report, Adobe Acrobat displays the report on the screen. To print the actual report, you must click the "Print" button in Adobe Acrobat once the report is displayed.

22. To exit Adobe Acrobat, click the "X" in the top right-hand corner of the report to return to the *Marketing Reports Screen.*

23. Click the "Exit" button to return to the *AFRISS Main Menu*.

29.0 RECRUITER REPORTS

Purpose: Allows you to select a recruiter report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Then, click <**Recruiter Reports**>.

3. Click the LOV to select the program; e.g., Enlisted Recruiter Program.

4. Click the "OK" button to display the *Recruiter Reports Screen.*

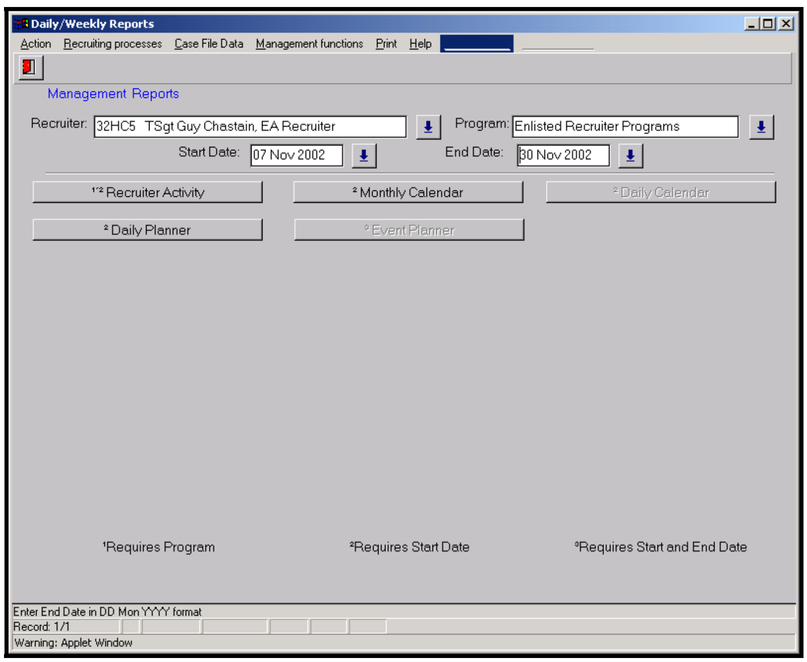


Figure 29-1, Recruiter Reports Screen

Parts of the Screen and Steps to Follow:

Management Reports Block

5. Recruiter: Automatically displays recruiter's information; however, if you are at the flight chief or above level, click the LOV to make your selection.

6. Program: Automatically displays. If you would like to change the program, click the LOV.

7. Start Date: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV (AFRISS calendar).

9. “Recruiter Activity” button: Displays the recruiter’s weekly activities.

10. “Daily Planner” button: Displays appointments, follow ups, applicants having activities that need to be completed by the recruiter or someone above the recruiter’s level and planned events.

11. “Monthly Planner” button: Displays planned events in a monthly calendar format.

12. “Event Planner” button: Not used at this time.

13. “Daily Calendar” button: Not used at this time.

14. Once you select the report Adobe Acrobat displays the report on the screen. To print the actual report, you must click the “Print” button in Adobe Acrobat once the report is displayed.

15. To exit Adobe Acrobat, click the “X” in the top right-hand corner of the report to return to the *Recruiter Reports Screen*.

16. Click the “Exit” button to return to the *AFRISS Main Menu*.

30.0 RECRUITER GOALING

Purpose: Allows each level in the recruiting hierarchy distribute goals to the appropriate level below the distributing level; e.g., HQ AFRS to group, group to squadron, squadron to flight, flight to recruiter.

30.1 Distribute Goals

1. Log in your user role.

2. From the *AFRISS Main Menu*, click <**Management Functions**>.

3. Then, click <**Distribute Goals**> to display the *Goal Distribution Screen*.

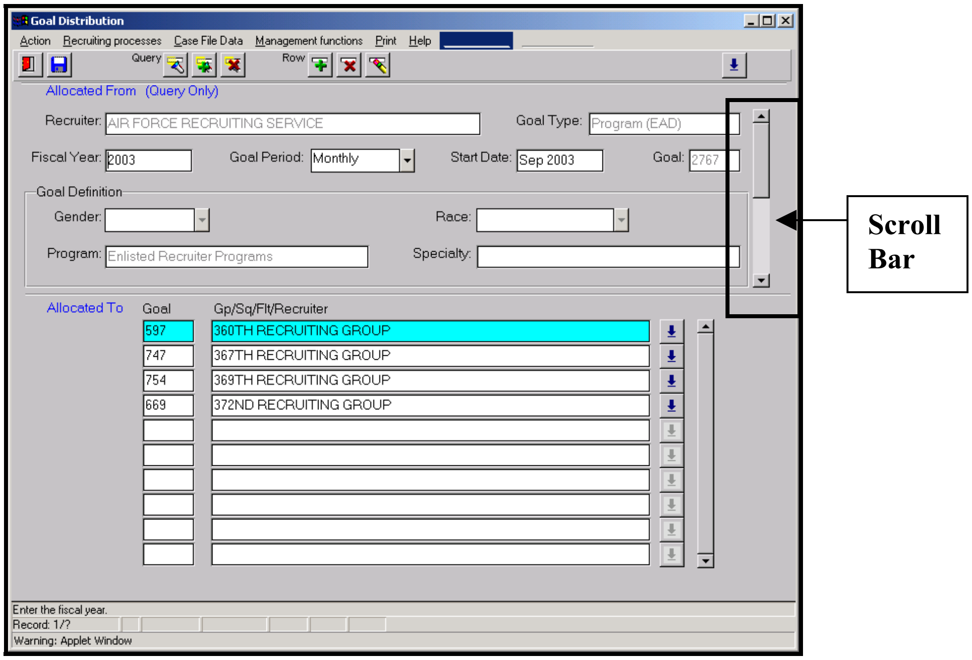


Figure 30-1, Goal Distribution Screen

Allocated From Block

4. Click the right scroll bar (see figure 30-1) and go to the specific goal distributed to you by the squadron and that you wish to distribute to your recruiters.

Allocated To Block

5. Open the drop down to see your recruiters.

6. Click (highlight) one, and after it fills in the Group (Gp)/Sq/Flight (Flt)/Recruiter field, type in their goal. **NOTE:** HQS/Group/Squadron allocates enlisted programs and EAD. Flight chiefs only distribute enlisted programs.

7. Return to the **Allocated To Block** and open the next drop down to see the remaining recruiters.

8. Select the next Gp/Sq/Flt/Recruiter, and after it populates the Gp/Sq/Flt/Recruiter field, type in the goal for the selected goal type and program.

9. Repeat Steps 7 and 8 to complete the remaining recruiters. Click the "Save" button to commit the record.

NOTE: Goal Quantities can be adjusted and resaved at any time. After you have input the goal quantities and saved, you must re-query to make changes.

Program will not read "NPS"; instead, it will read "Enlisted Programs."

31.0 MANAGEMENT–SELECT APPLICANTS

Purpose: Allows you to review and document feedback for a recruiter's activities (e.g., leads processing, events planning, appointments and follow ups). A recruiter can review but only the flight chief can document.

NOTE: For flight chief and above use only.

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then, click <**Management-Select Applicants**> to display the *Management Review Screen*. **NOTE:** The actual recruiter's name appears at the top of the screen.

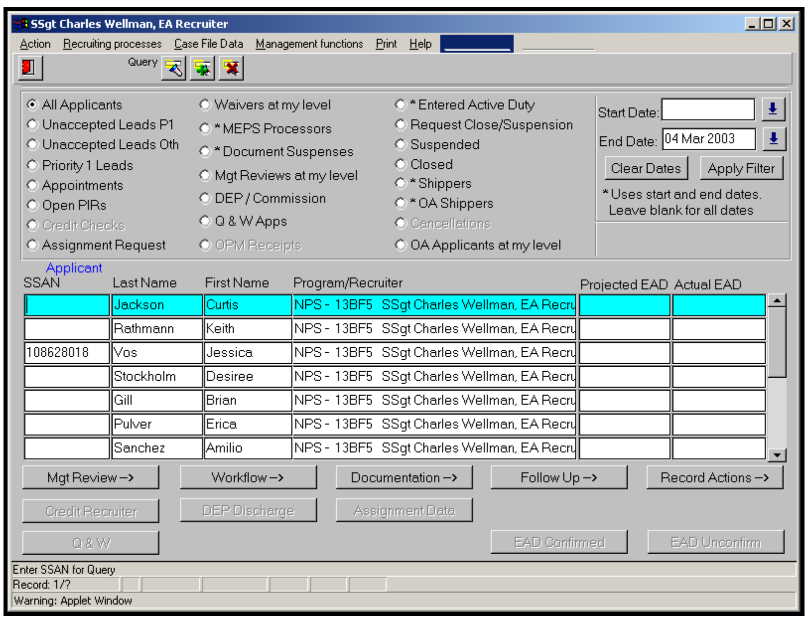


Figure 31-1, Management Review Screen

4. Click the desired radio button, and then click the "Add Row" button to display a list of applicants. The following choices are provided for your review:

- <u>All Applicants</u>: Filters all applicants. When selected, form will change to query mode to allow additional filtering (available for flight secretary, flight chief, superintendent, commander, squadron OPS).

- <u>Unaccepted Leads P1</u>: Filters unaccepted Priority 1 leads.

- <u>Unaccepted Leads Oth</u>: Filters all unaccepted leads other than Priority 1.

- Priority 1 Leads: Filters applicants with a lead source of Priority 1 who have not been requested/approved to be closed or suspended (available for flight secretary, flight chief, superintendent, commander, squadron OPS).

- Appointments: Filters applicants with a pending appointment and who have not been requested /approved to be closed or suspended (available for flight secretary, flight chief, superintendent, commander, squadron OPS).

- Open PIRs: Filters applicants with a PIR initiated, do not have an EAD date, and have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- Credit Checks: Filters applicants requiring credit checks (for OPS only).

- Assignment Request: Prior Service only (MEPS and OPS use).

- Waivers at my level: Filters applicants with waivers pending at the user's level. Use Record Actions to take action on these requests. Names disappear after taking action (forwarding to next level or returning to last level) on the request (available for flight chief, commander, sq/group/headquarters OPS).

- MEPS Processors: Filters applicants with a pending approved (scheduled) processing date. Can be further restricted using the start and end dates. Name disappears after completing processing via Record Actions (available for flight secretary, flight chief, superintendent, commander, MEPS, squadron OPS).

- Document Suspenses: Filters applicants with a document suspense due or overdue. Names disappear when all due/overdue documents have been reviewed or cancelled. Can be further restricted using start and end dates (available for flight secretary, flight chief, superintendent, commander, MEPS, squadron OPS).

- Mgt Reviews at my level: Filters applicants with management reviews pending at user's level. Names disappear after the Management Review acknowledged on record actions (available for flight chief, superintendent, squadron OPS and MEPS).

- DEP/Commission: Filters DEP'd or commissioned applicants.

- Q & W Apps: Filters applicants currently on Q&W.

- Office of Personnel Management (OPM) Receipts: MEPS & OPS use.

- Entered Active Duty: Filters applicants who entered active duty.

- Request Close/Suspension: Filters applicants with a pending closure/suspension request. Use the *Management Review Screen* to act on these requests. Names disappear after the request has been acted on.

- Suspended: Flight chief or flight commander has approved suspension.

- Closed: Filters applicants for whom the flight chief has approved closure.

- Shippers: Filters applicants with a projected EAD date. Can be further restricted using the Start and End dates. Names disappear when applicant job is canceled or applicant ships/closes (available for recruiter, flight sec, flight chief, superintendent, commander, MEPS, squadron OPS).

- OA Shippers: Filters OA applicants with a projected EAD date within the date window selected.

- Cancellations: Filters applicants having a job cancelled. MEPS or OPS must update reason for cancellation.

- OA Applicants at my Level: Displays applicants forwarded from recruiter up to the flight supervisor prior to being forwarded to processors. **NOTE:** If in the flight supervisor role, these applicants display in your bucket. If in the processor role, displays applications forwarded from flight supervisor to you.

5. Start Date: Date for the starting range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

    --When used with processors, only lists processors having a processing date scheduled on or after the entered date.

    --When used with shippers, only lists applicants shipping on or after the entered date.

    --When used with document suspenses, only lists applicants who have a suspense due on or after the entered date.

6. End Date: Date for the ending range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

    --When used with processors, only lists processors having a processing date scheduled on or before the entered date.

    --When used with shippers, only lists applicants shipping on or before the entered date.

    --When used with document suspenses, only lists applicants who have a suspense due on or before the entered date. **NOTE:** The start and end dates work together to provide a range. If both are left blank all dates are assumed.

7. "Clear Dates" button: Clears data from the Start and End Date fields.

8. "Apply Filter" button: Re-queries the database for the selected radio button.

9. Click (highlight) the desired applicant.

10. After an applicant is selected, click one of the 11 navigation buttons (see bottom of the screen):

- "Mgt Review" button: From the *Management Review Screen*, click the "Mgt Review" button. The top block allows a review of dates of several processes having occurred concerning the applicant. If any dates are in red, this indicates the follow-up date was not accomplished as planned, and weight or law violations are excessive. The bottom block allows a review of all remarks entered into the application by date. Additionally, it is used to complete closures/suspensions.

  --Comments field: Comments may be inserted into the management review (up to 2000 characters), and more characters may be entered than can be displayed.

  --No Further Action Required: Inserts a management review in the application with no further action required. If the Comments field is not blank, the comment is also inserted.

  --Acknowledgement Required: Suspenses the recruiter for requested information entered in the **Comments Block**. The recruiter will be notified of the suspense by clicking his/her "Due at My Level" radio button.

  --Reassign: Reassign applicants to another recruiter.

  --Next Applicant: Displays the information for the next applicant in the query. It will display a message if the last applicant was previously selected.

  --Return: Return to the **Applicant Block**.

- "Workflow" button: A shortcut to the highlighted applicant's workflows.

- "Documentation" button: A shortcut to the selected applicant's document information (e.g., SSN card, drivers license, diploma) the recruiter has reviewed.

- "Follow Up" button: A shortcut to allow the flight chief to close the lead. This is different from the management review remarks just covered. The flight chief only makes his comments on the Management Review unless it is a closure.

- "Record Actions" button: Used to review information about the previously selected applicant and is used up and down the chain of command. Most of the information transfer requires a request from one level to another. When the request is received at one level, a response is required. **NOTE:** The flight chief may view AFRISS information using different roles either as the flight chief or as the recruiter. When in the flight chief role, he/she cannot request actions but only review them from this button.

- "Credit Recruiter" button: Applicable to Sq, Gp, or HQs bucket only.

- "DEP Discharge" button: Click the DEP/Commission filter (only enables if selected applicant is in DEP).

- "Assignment Data" button: Applicable to HQ's bucket only.

- "Q&W" button: Applicable to MEPS only.

- "EAD Confirmed" button: Applicable to MEPS or above (only enables if you click "Shippers" radio button).

- "EAD Unconfirmed" button: Applicable to MEPS and above (only enables if you click the "Active Duty" radio button.

11. Click the "Exit" button to return to the *AFRISS Main Menu*.

32.0 MANAGEMENT REPORTS

Purpose: Allows you to print each of the listed reports used in daily recruiting activities.

1. From any screen, click <**Print**>.

2. Then, click <**Management Reports**> to display the *Management Reports Screen*.

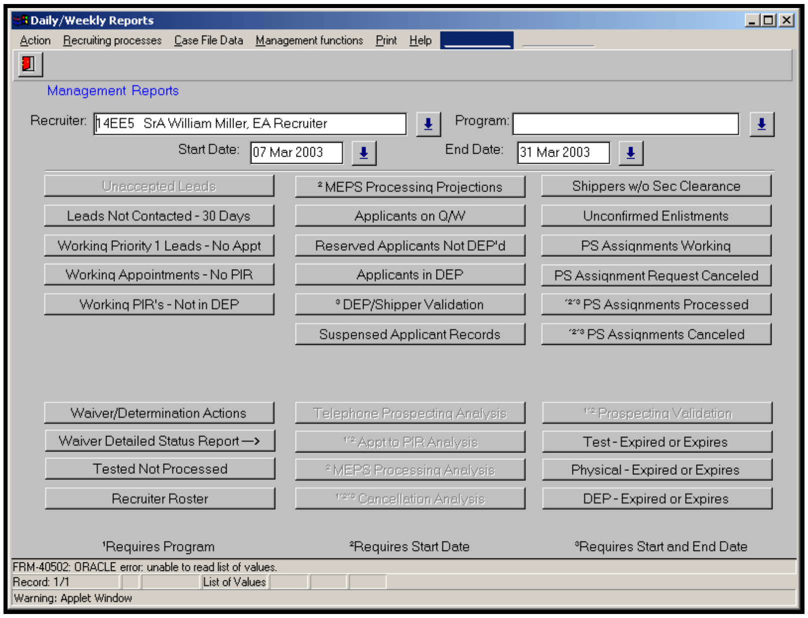


Figure 32-1, Management Reports Screen

These reports are accessible by the recruiter and the flight supervisor. The recruiter can view them to see what the flight supervisor is able to view. It allows them to plan a course of action to improve their processes.

Management Reports Block

3. Recruiter: If at the flight chief or above level, click the LOV to select a recruiter, flight, etc.

4. Program: Click the LOV to select the desired program; e.g., Enlisted Recruiter Programs.

5. Start Date: Current date automatically displays; however, if a report utilizes a different start date in order to run, you may click the LOV to alter this date (AFRISS calendar).

6. End Date: Last day of the current month automatically displays; however, if a report requires a different end date, you may click the LOV to alter this date (AFRISS calendar).

- Unaccepted Leads: Displays leads not duplicate checked.
- Leads not Contacted-30 days: Displays active leads with no contact within 30 days.
- Working Priority 1 Leads No Appt: Displays working Priority 1 leads with no set appt.
- Working Appointments-No PIR: Displays working Priority 1 leads with appointments with no PIR or workflow started.

- Working PIRs--Not in DEP: Self-Explanatory.

- Waiver/Determination Actions: Displays all waiver determination actions (by recruiter) pending or completed.

- Waiver Detailed Status Report: Displays list of waivers (max-30-day window) by name.

- Tested Not Processed: Displays list of applicants who have taken the ASVAB, but have not gone to MEPS for processing.

- Recruiter Roster: Displays list of recruiters assigned to a particular billet/organization.

- MEPS Processing Projections: Displays a listing of all the MEPS processing projections by recruiter.

- Applicants on Q/W: Displays applicants currently on Q&W.

- Reserved Applicants not Dep'd: Displays list of applicants who received job reservation, but never went into DEP.

- Applicants in DEP: Displays applicants in DEP.

- DEP/Shipper Validation: Displays list of applicants shipping to BMT or Commission Officer Training within 30 days.

- Suspensed Applicant Records: Displays applicants with suspended documents.

- Telephone Prospecting Analysis: Shows the number of telephone calls attempted, number of contacts, number of appointments scheduled.

- Appt to PIR Analysis: Shows the number of appointments turned in to PIR status.

- MEPS Processing Analysis: Shows the number of applicants requested scheduled to MEPS, scheduled number qualified, number temporarily disqualified, and number permanently disqualified.

- Cancellation Analysis: Allows viewing of reasons applicants were cancelled (by recruiter and time period).

- Shippers w/o Security Clearance: Displays list of applicants with EAD date with no security clearance returned.

- Unconfirmed Enlistments: Displays applicants with EAD dates later than the current date not confirmed as "EAD."

- PS Assignments Working: Displays applicants waiting for assignments.

- PS Assignment Request Canceled: Displays applicants with canceled assignments.

- Prospecting Validation: Shows telephone-prospecting activity during a specific period. It may be used to validate prospecting efforts.

- Test–Expired or Expires: Not applicable.

- Physical–Expired or Expires: Displays applicants with a physical expiring within 30 days.

- DEP–Expired or Expires: Displays applicants with a DEP date expiring within 30 days.

7. Click the "X" in the right corner of Adobe Acrobat to return to the *Management Reports Screen*.

8. Click the "Exit" button to return to the *Select Lead/Applicant Screen*.

9. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

33.0 MEPS PROCESSING

Purpose: MEPS still locates requested schedule applicant under their Record Actions filter.

33.1 MEPS Scheduling

1. Access the applicable MEPS Bucket, click on the Processing Requests radio button to access the list of applicants to be scheduled.

2. Scroll the list to find the applicant being scheduled, highlight the applicant data field and click on the Record Actions button.

3. In the Action section of the screen, click on the next available line then the drop down button to continue scheduling

4. Select "Scheduled" then click on the OK button. The new scheduling window opens. The information selected by the recruiter is displayed. See figure 33.1 below.

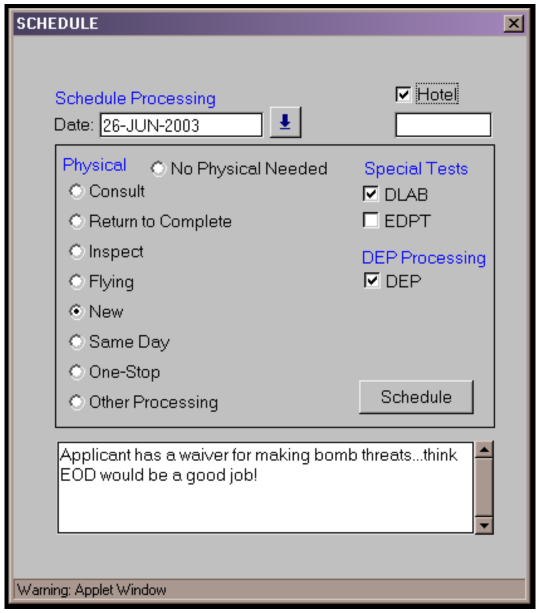


Figure 33- 1, Schedule Processing Window

5. If no information has changed, click on the "Schedule" button to confirm the request. A remarks window will open.

6. Enter any pertinent remarks and click the OK button. Save then Exit to complete the transaction.

33.2 Check In Procedures

Purpose: To access a new window designed to track hotel, meals, and/or transportation costs for an applicant undergoing scheduling processing. This process will only work under the MEPS bucket Leads Select screen.

1. Upon exiting the Schedule Processing process, the screen returns to the MEPS bucket leads select screen and the applicant data is highlighted.

2. Double click on the applicant data field to open the new Tracking window. See figure 33-2 below.

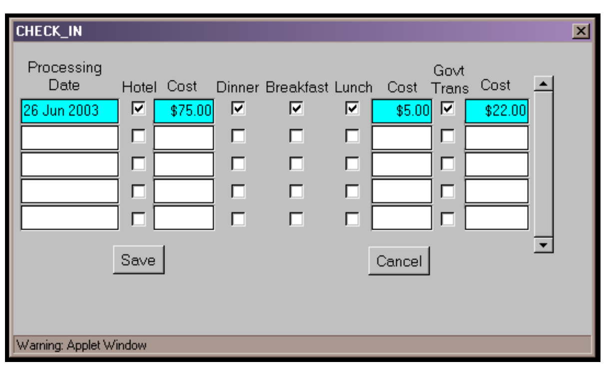


Figure 33- 2, Check-In Window

Parts of the Screen and Steps to Follow:

1. Processing Date: This date is pre-populated. In cases of multiple MEPS processing times, all date events will display in the list.

2. Hotel, Dinner, Breakfast, Lunch, and/or Govt Transportation: Click to populate if applicable.

3. Hotel, Lunch, and/or Govt Transportation: If applicable, enter the value of these services.

5. Save: Click to save the transaction.

6. Cancel: Click to cancel the transaction.

Note: Once the transaction has been saved, it can be reopened through the MEPS bucket and necessary changes can be made to update the transaction.

ABBREVIATIONS AND ACRONYMS

AETC: Air Education and Training Command
AFRISS: Air Force Recruiting Information Support System
AFRS: Air Force Recruiting Service
AFSC: Air Force Specialty Code
ASVAB: Air Force Vocational Aptitude Battery
BFM: Body Fat Measurement
BMT: Basic Military Training
COI: Center of Influence
DD: Defense Department
DEP: Delayed Enlistment Program
DOB: Date of Birth
DOR: Date of Rank
E-Mail: Electronic Mail
EA: Enlisted Accessions
EAD: Enter Active Duty
EST: Enlistment Screening Test
FED: Financial Eligibility Determination
Flt: Flight
Gp: Group
HQ: Headquarters
HQ AFRS: Headquarters Air Force Recruiting Service
Id: Identification
IRE: Interservice Reenlistment Eligibility
ISC: Interservice Separation Code
LIT: Literature
LOV: List of Values
MAJCOM: Major Command
MEPCOM: Military Entrance Processing Command
MEPS: Military Entrance Processing Station
MOS: Military Occupational Specialty
MPF: Military Personnel Flight
NMN: No Middle Name
NPS: Non-Prior Service
OA: Officer Accessions
OPS: Operations
OTS: Officer Training School
PAS: Personnel Accounting System
PIR: Personal Interview Record
PS: Prior Service
RGM: Recruiter Generated Mail
ROTC: Reserve Officer Training Corps
SF: Standard Form

Sq: Square/Squadron
SSAN: Social Security Account Number
UNK: Unknown
US: United States
USMEPCOM: United States Military Entrance Processing Command